Kendo Manager Manual

Software for managing projects and project management

www.kendomanager.com

Version 2.3

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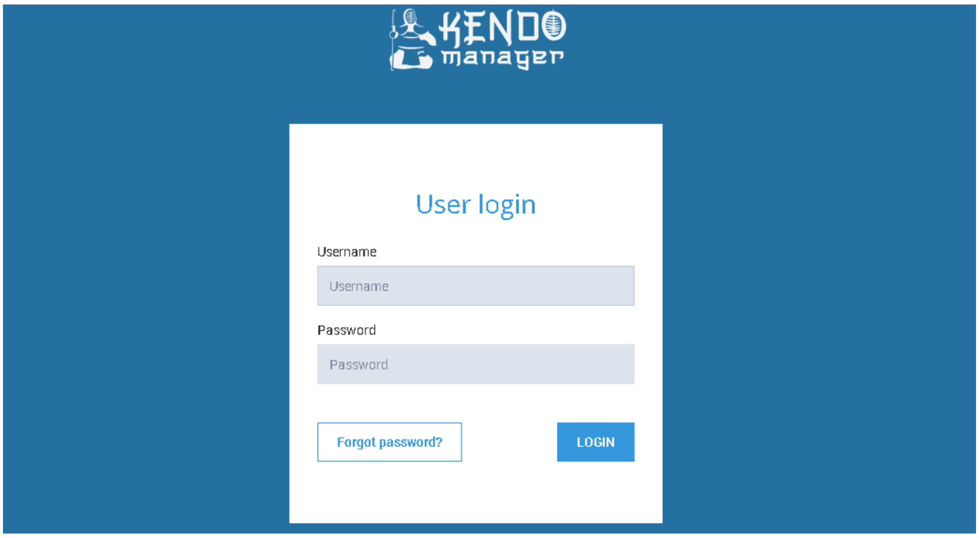
KENDO ADMINISTRATION

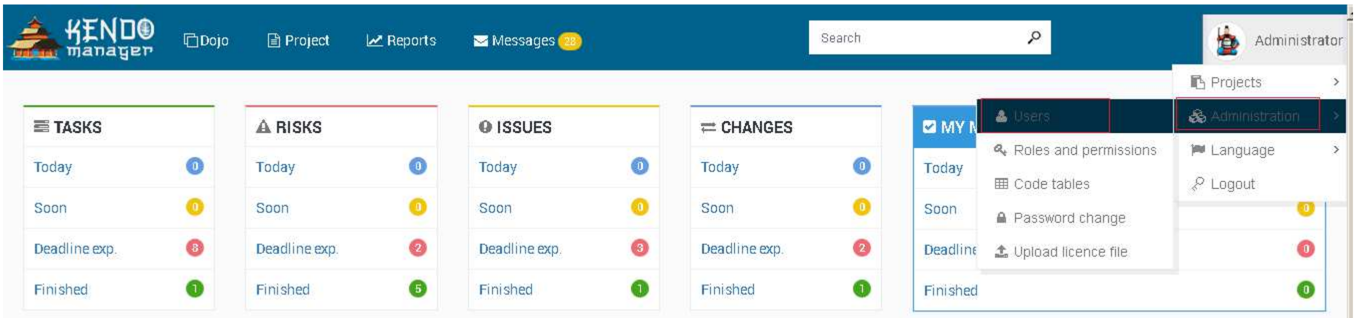
1. Creation a user

Creation a user in application is performed using **Admin profile**.

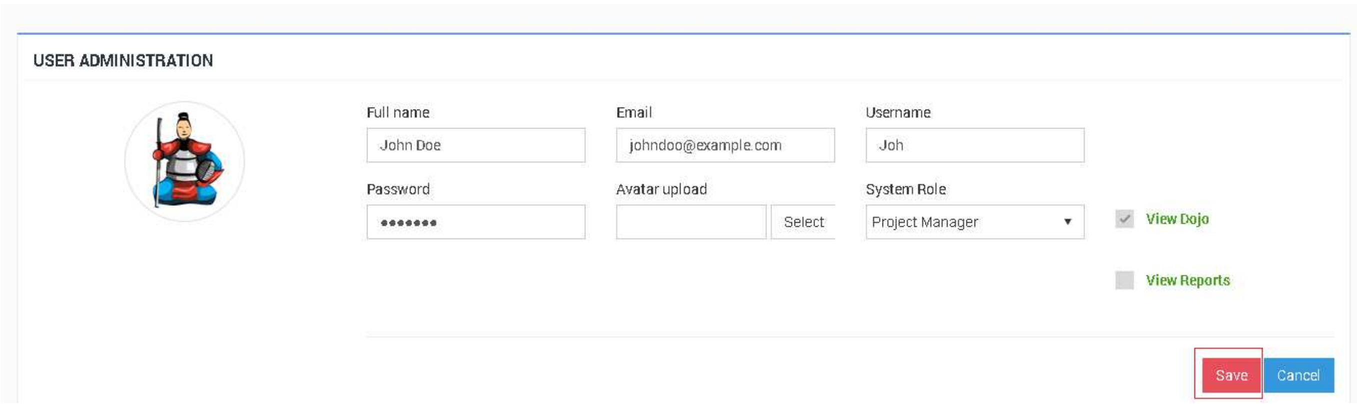
1.1. Login to the application using Admin profile



1.2. Click at **Administrator-Administration-Users** on the right side.

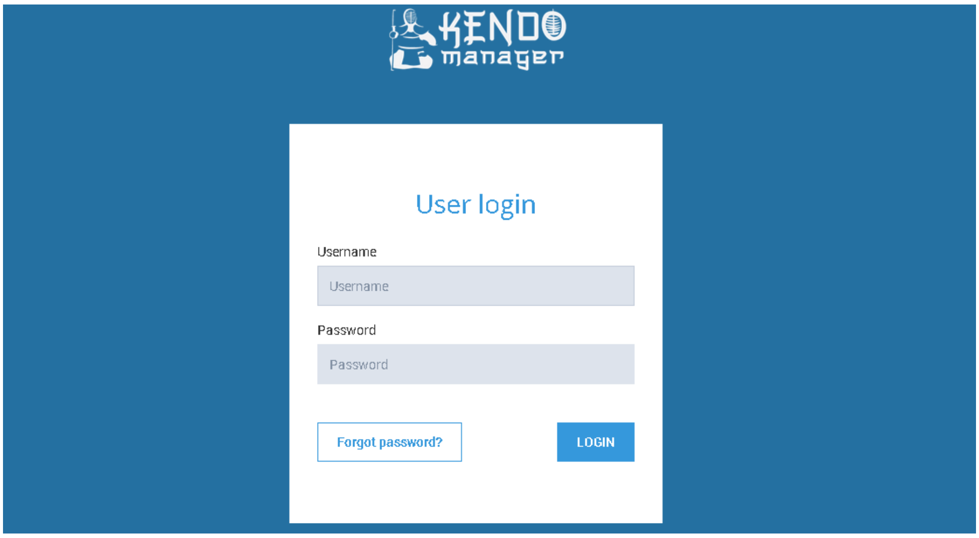


1.3. Write data into the form for **creation a user** and choose **Project management system role. Project manager** is the basic predefined system role assigned to the user.
Click the button Save. Forward to user his user data. System does not send them automatically.



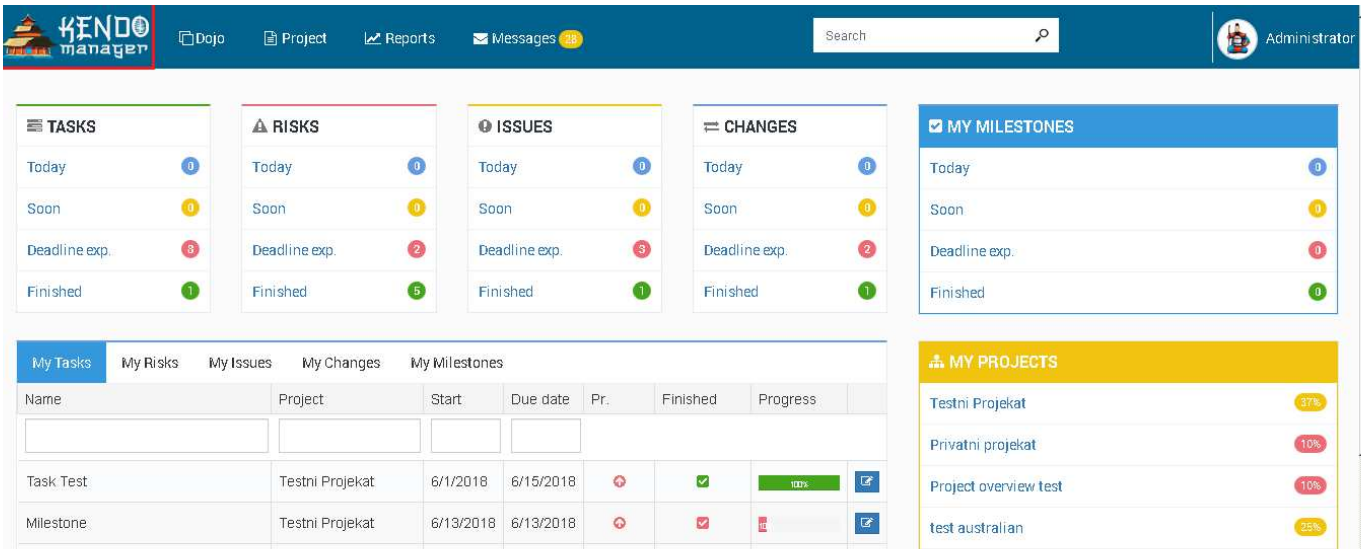
2. My dashboard

2.1. Login to the application with **users data** . Click the button **Login.**



2.2. When you signed up using your user data , you will get your dashboard (My Dashboard).

My dashboard – shows you all the tasks that are assigned to you and all the active projects you work on.



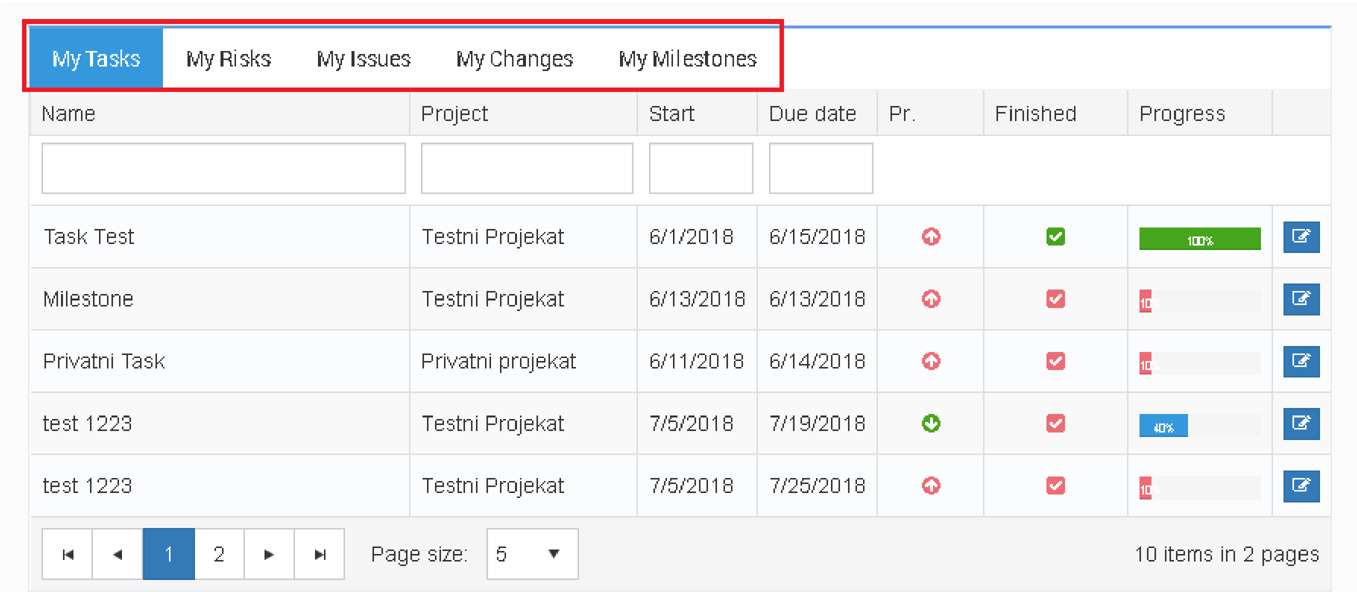
Dashboard provides you quick and simple overview of all your tasks on your projects.

Within the section **My projects** on the right side, are shown all projects you are working on.

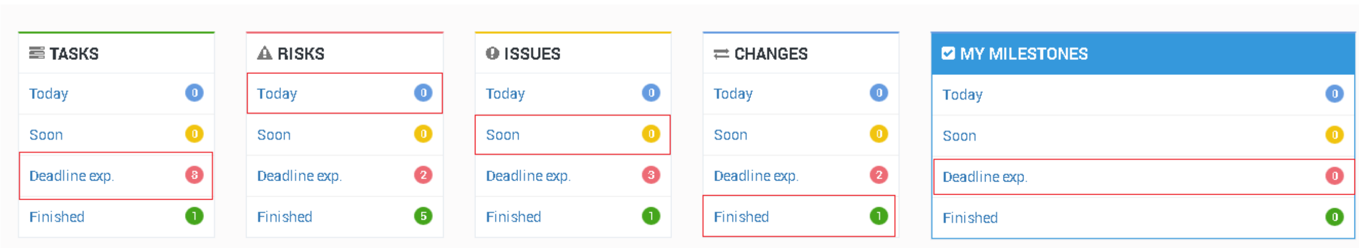
Note : When we finish the project and **archive it,** all your project-related processes disappear from your dashboard**.** If we activate the project again, all the processes previously assigned to you will appear on your dashboard. When we **deactivate (delete) the project**, all processes will be disappeared from your dashboard.

2.2.1. To easier access and inspection to your assignements, dashboard itself is divided into the sections.

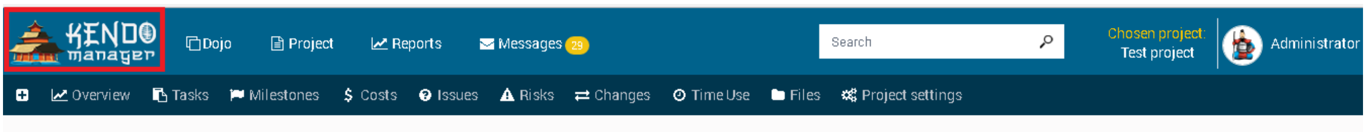
Sections My tasks, My risks, My problems, My changes and My milestones represent the overview of all the processes assigned to you to solve them, independent from deadline for solving. Each list can be searched.



Sections Tasks, Risks, Issues, Changes, My Milestones represent the quick overview of all processes and tasks on your projects based on **defined deadline for their solving.** The processes are automatically shown on the lists i.e. processes move from one list to another depending on **current date** comparing to defined deadline for their solving.

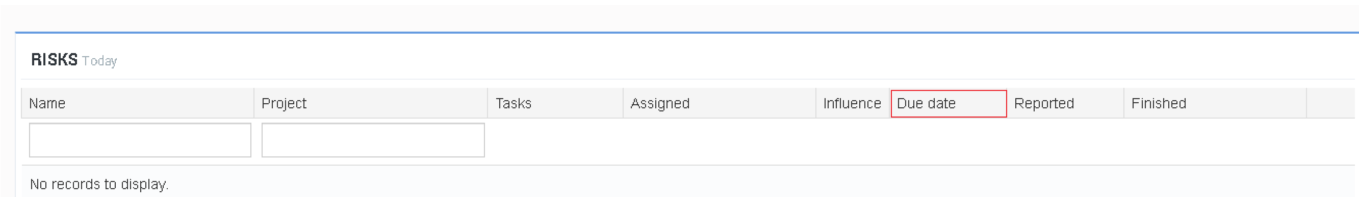


Note: Kendo manager logo, on the left corner, serves in favour of quick return **to your dashboard** from any part of the application.



Each box contains 4 lists :

Today – Planned deadline for solving of certain process expires today



Soon- Planned deadline for solving of certain process expires in period of seven days or less comparing with due date.

RISKS Soon

Name	Project	Tasks	Assigned	Influence	Due date	Reported	Finished	
Risk test comment	Testni Projekat	Task Test	Administrator		8/31/2018	7/24/2018		Choose

Deadline expired – Planned deadline for solving is expired.

TASKS Deadline exp.

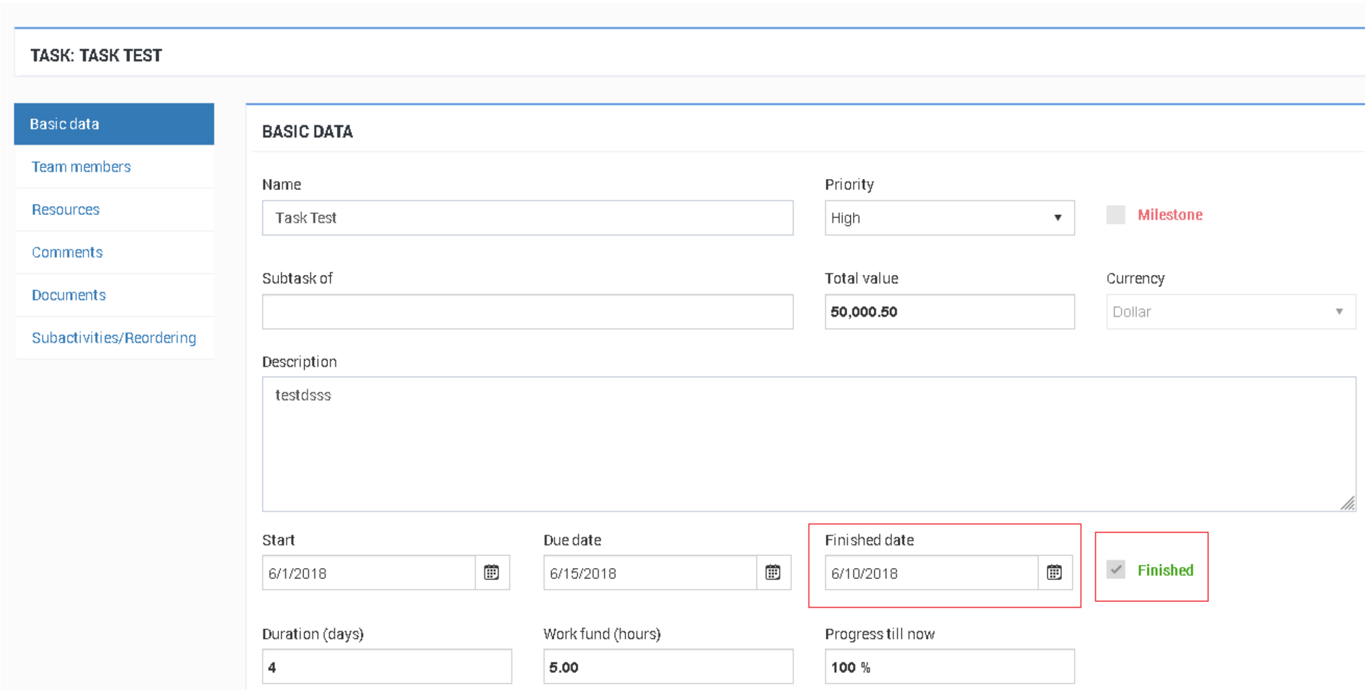
Name	Project	Assigned	Start	Due date	Finished	Progress	Pr.	
Milestone	Testni Projekat	Administrator	6/13/2018	6/13/2018				Choose
Privatni Task	Privatni projekat	Administrator	6/11/2018	6/14/2018				Choose

Finished– Task or process is finished. Every finished task or process move to the list Finished if is marked option Finished (image 2).

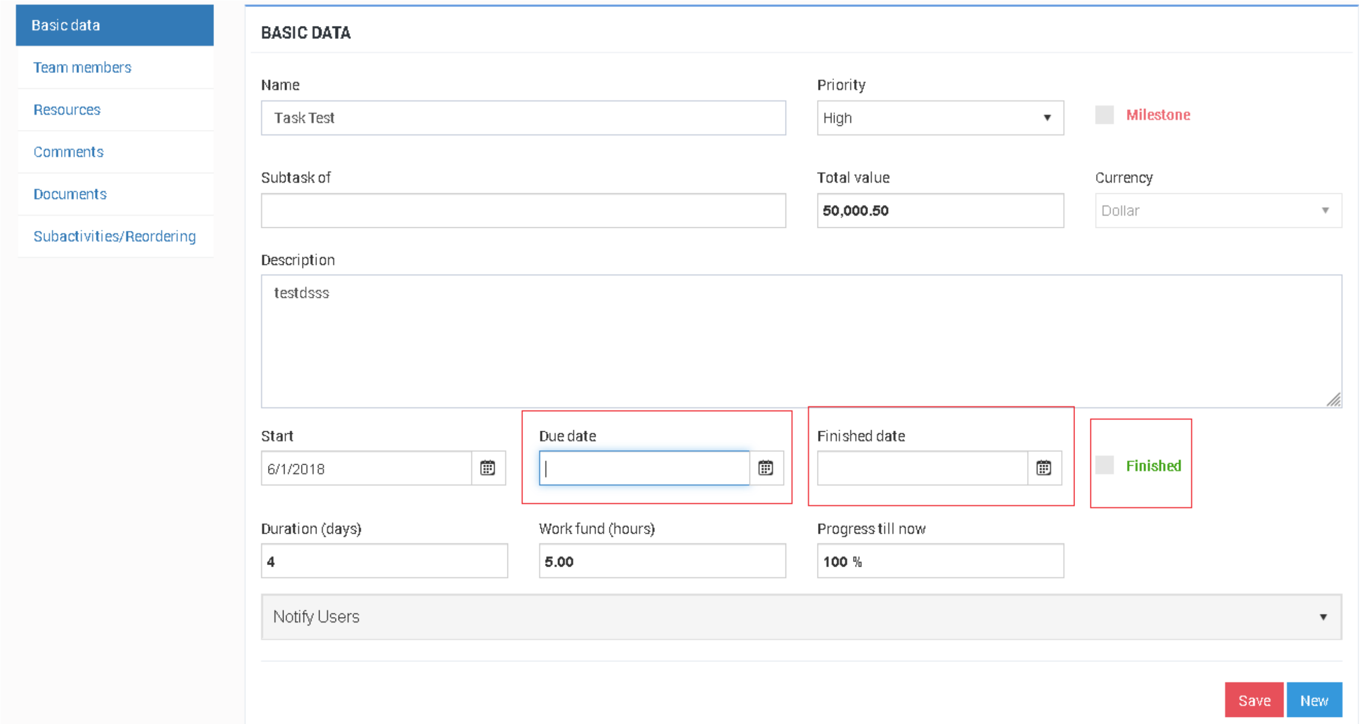
ISSUES Finished

Name	Project	Assigned	Tasks	Reported by	Due date	Priority	Finished	
Issue test	Testni Projekat	Administrator, Ljubo	Task Test	ljubo	6/15/2018			Choose

Note: When the checked box is marked **as finished on the basic form (task, issue, milestone, change and risk)** and clicking on the button **Save**, automatically is entered today's date in **Finished.**

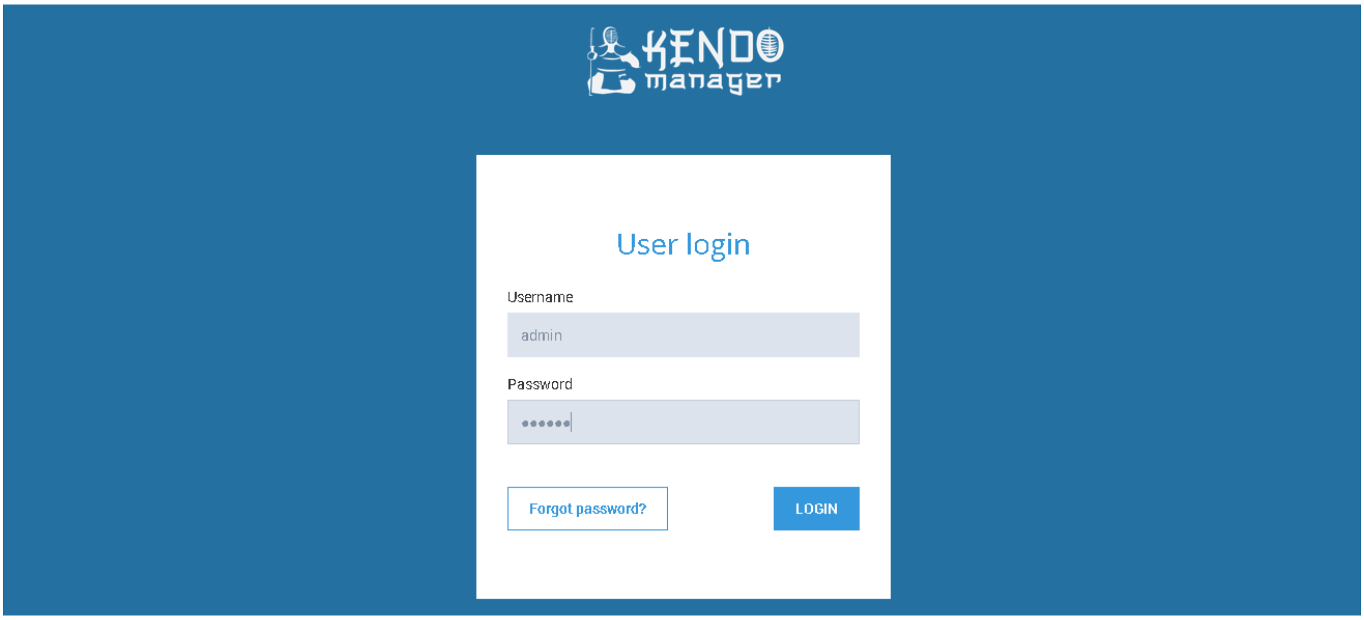


Note : When you change planned deadline or check box Finished and delete the date Finished at task, this will be shown in the list (soon, today,finished and deadline expired) depending on new date you enter. This rule applies to all the options the project.

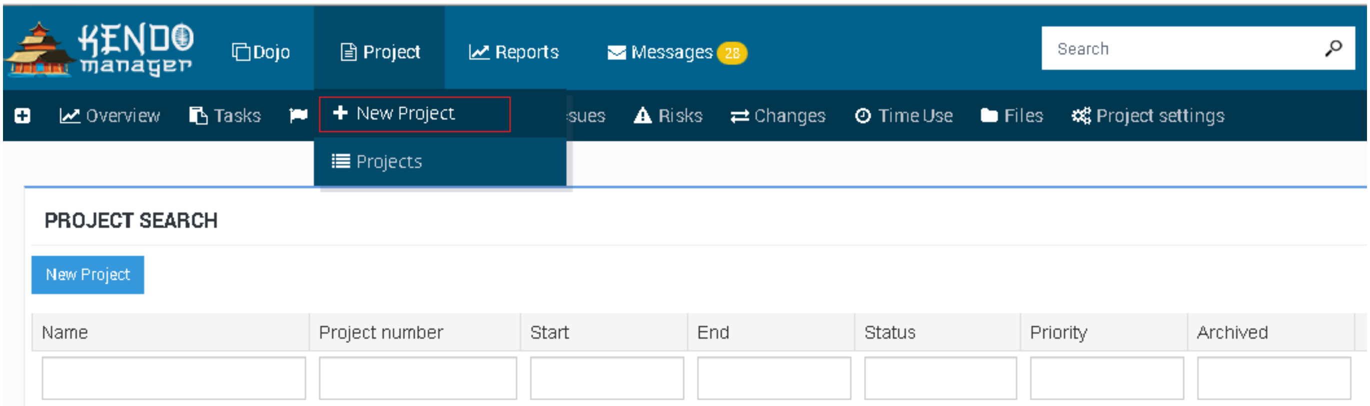


3.Creation a project

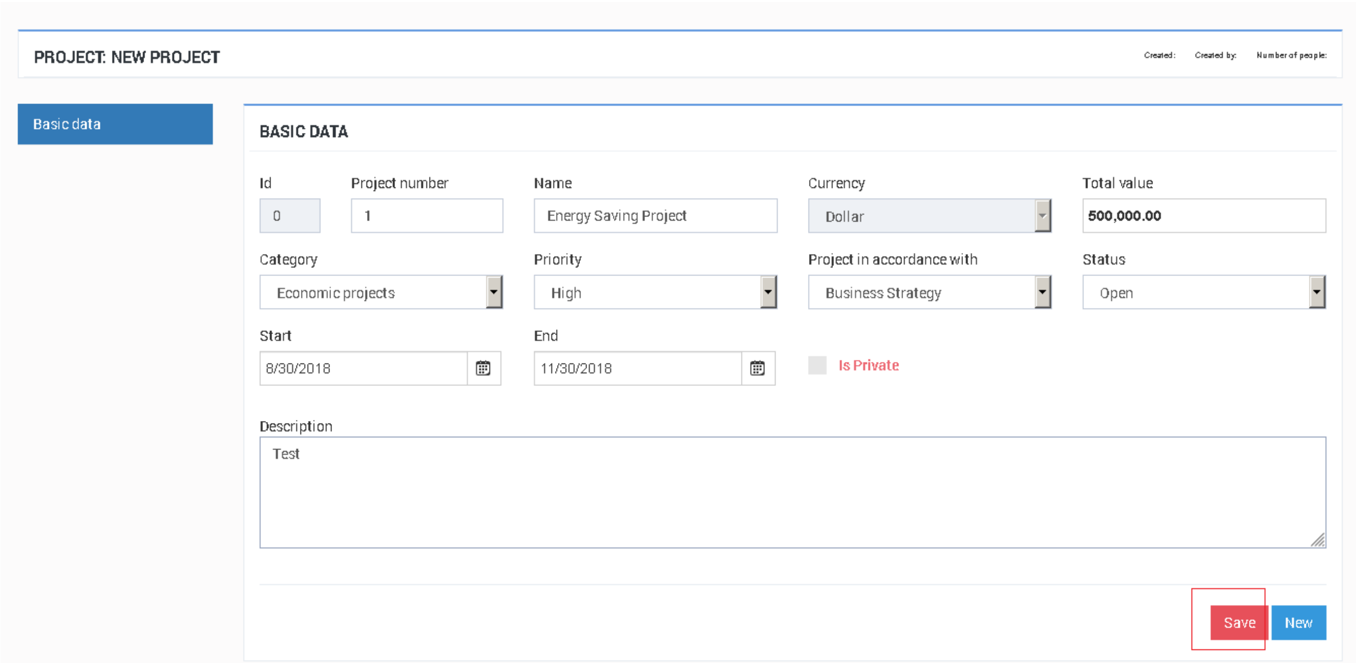
Login to Kendo Manger with user data



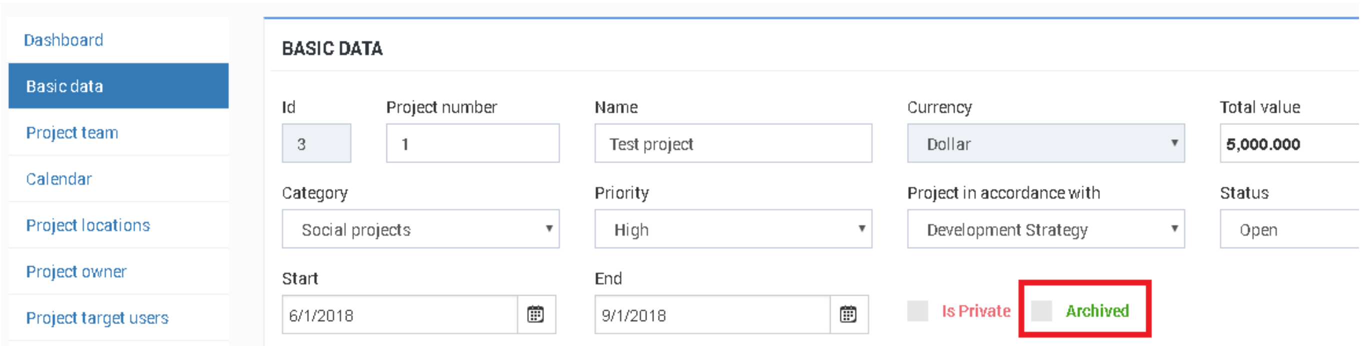
To **create the new project** choose menu Project and click the item **New project .**



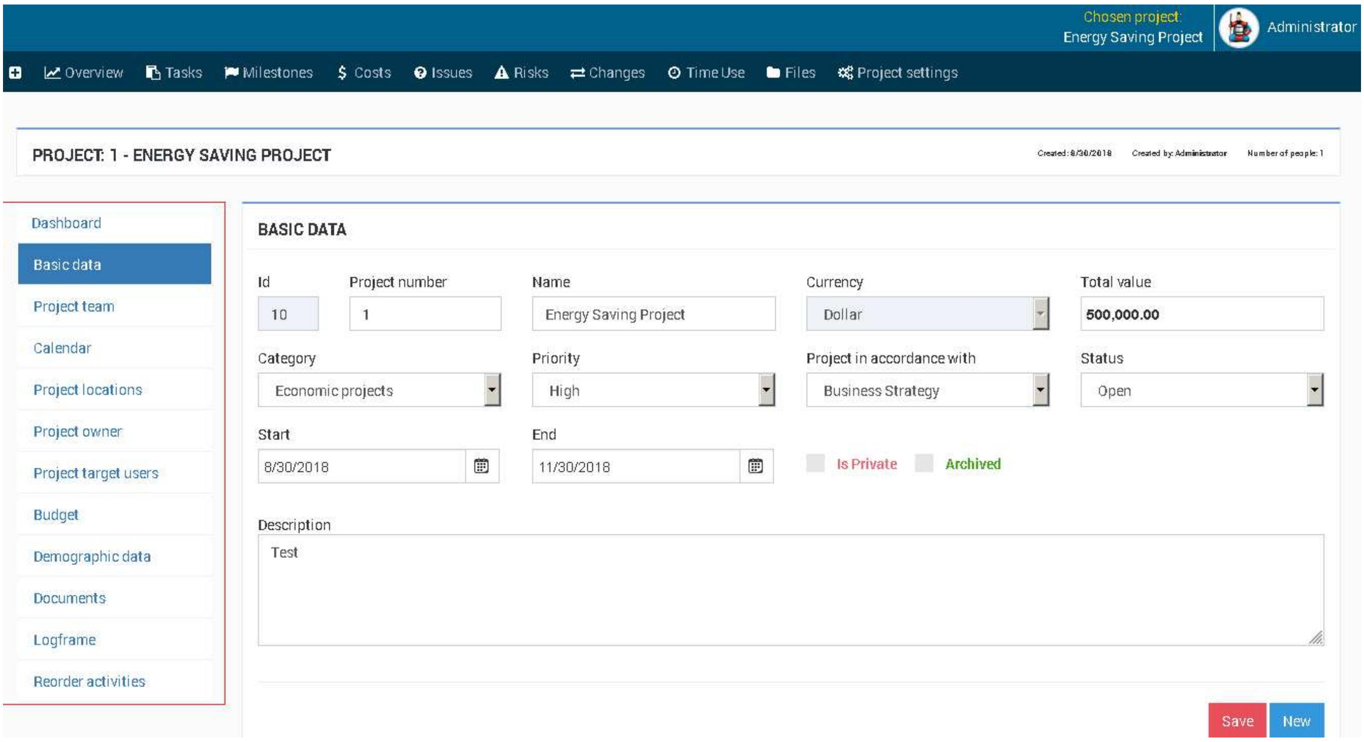
Fill the tab **Basic data and click the button Save to create the new project.**



Note: Upon **finsihing the project mark** the option **Archived. Then, all the assigned processes relating to project won't be shown at Dashboard When project is activated again, all the items will appear again at Dashboard. Project manager,authorized for project realization, archives the project.**

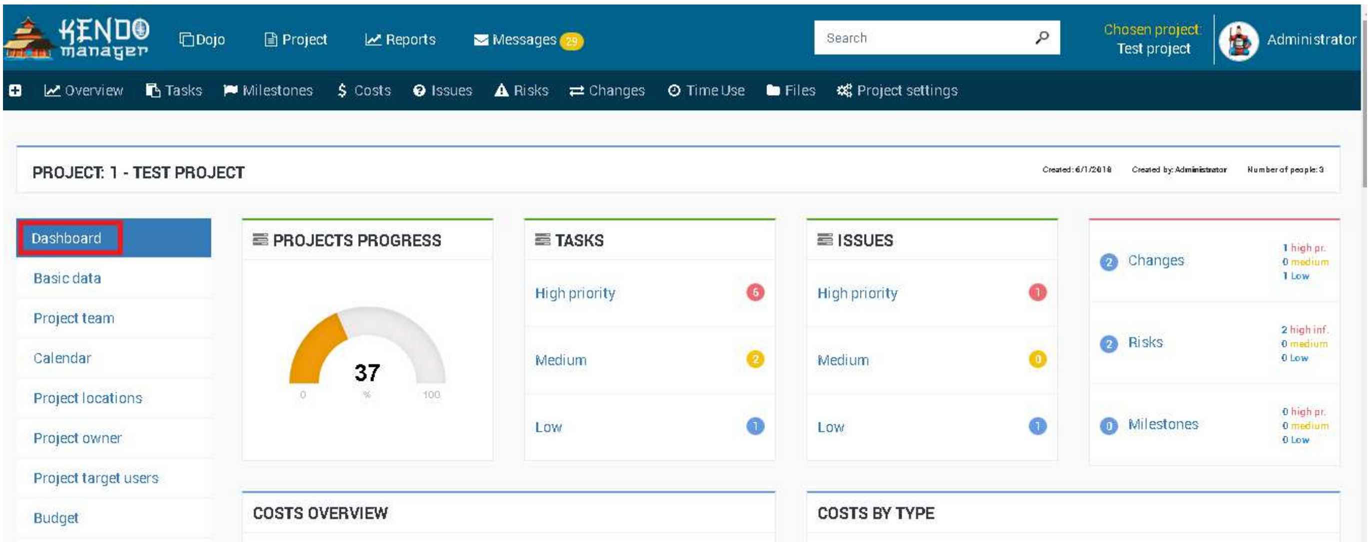


After you created new project on the left side, you get **Project menu with additional options** and **top menu with project options** (dashboard, tasks, milestones, costs, issues, risks, changes, used time, files and project settings.



3.1. Project dashboard

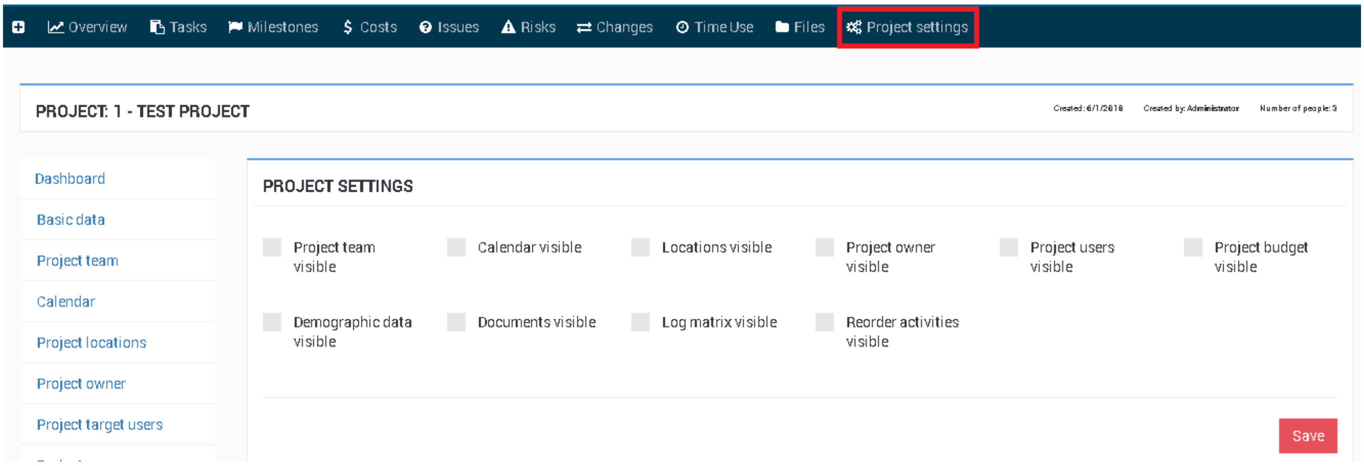
Project dashboard provides us quick overview of current project phase. Dashboard of the project shows all the processes realized within the project. The processes are **sorted per priorities** and costs, time and project status are presented graphical.



Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list or sort processes within the selected project**.

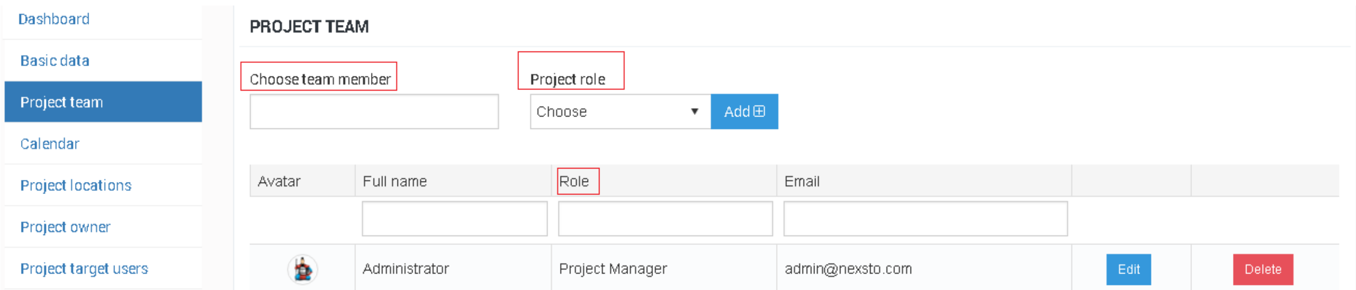
3.2.Project settings

In case that you do not need certain options from **project menu on the left side,** click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.



3.3.Project Team

The next step is creation of **project team**. Click the card **Project team**.



After you **created project,** you are automatically added to project as **Project manager** and basic system **role project manager is assigned to you and gives you in advance predefined rights over the project**.

Note: Project manager can create any item or process on project, to make the changes and delete the items at project.

When for certain reason the project has more project managers or the actual project manager must be replaced, **add user** previously created in the application (**Art.1. Creation a user**) and assign him/her the role **project manager.**

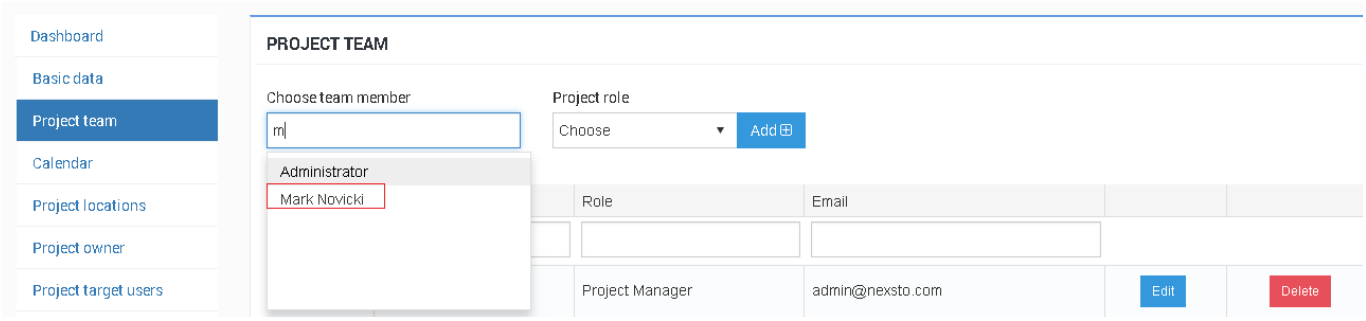
Note: This application **defined** up to 6 users in project with assigned function **Project Manager.**

3.3.1. Creating a project team- defining of members and their role/function in project

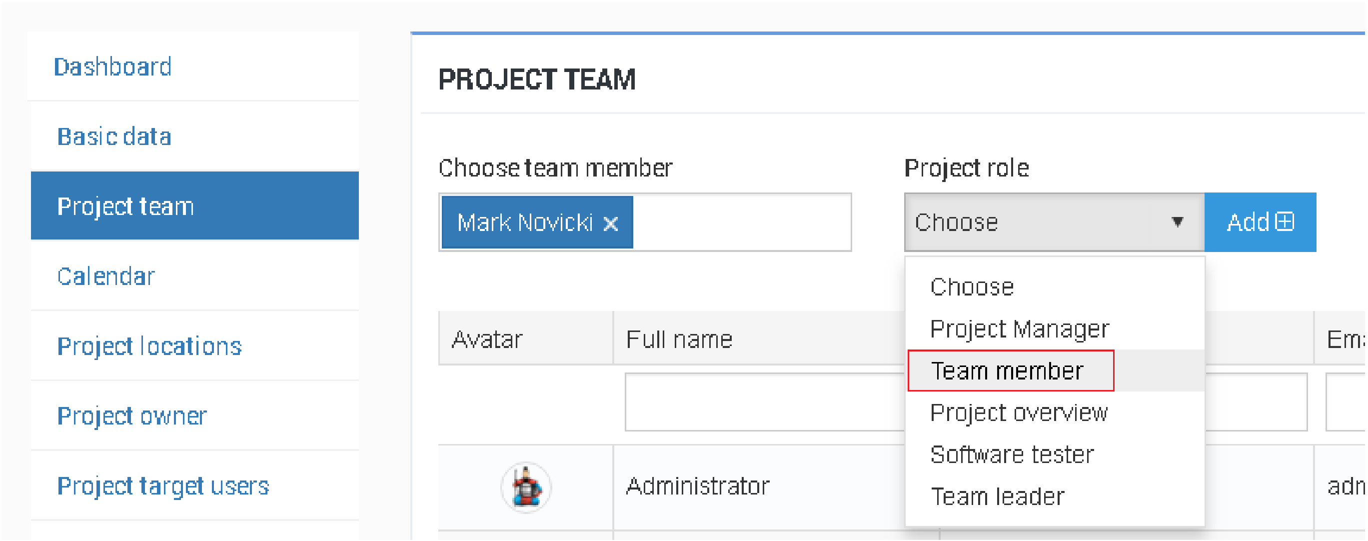
Click the tab **Project team.**

In the box **Select team members and select the person you add to team. It is enough to just enter one letter to the box and previously created users will appear.**

Select user or users and click in box **Project role** and assign the role **Team member** which offers them certain **predefined rights on project**.

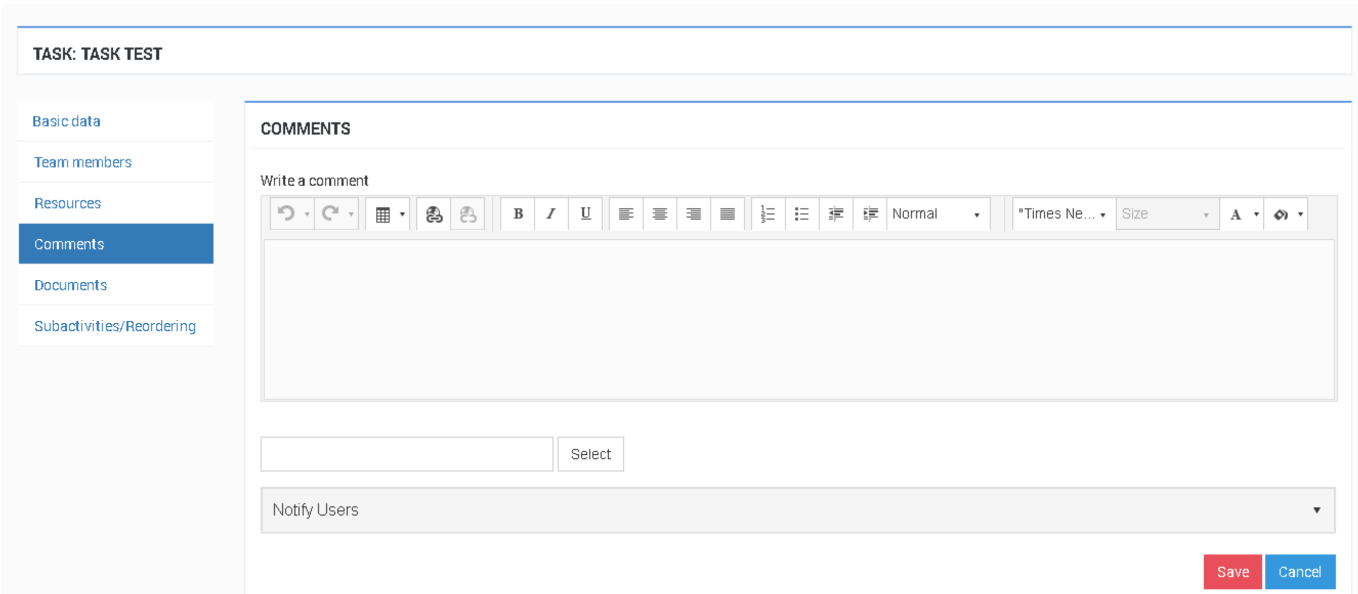


Note: Team members can perform the tasks in project depending on privileges defined by assigned role.



There are **five predefined project roles** in **Kendo manager** :

- **Project manager**- holds the full rights over the project and all the processes within. He can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and used time, to post the comments...)
- **Team member -** the most often assigned role to users. Team member can search the contents at project,to add or delete his comments,to upload documents in project processes.



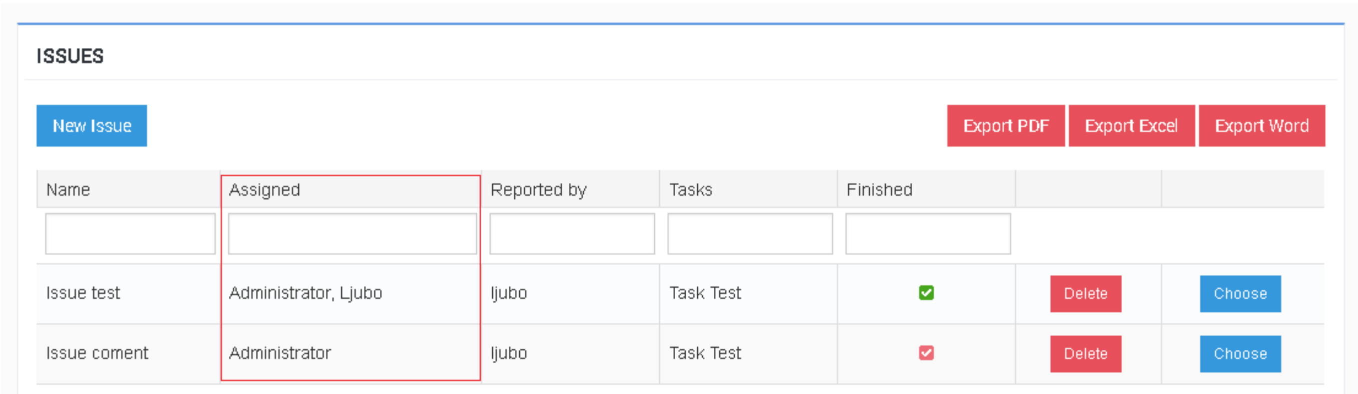
Note: User defined as **team member** can **add and delete his comments** and to upload documents.

Other tabs **(basic data, team member and resources)** he can see but he can't change or delete the content posted by **project manager**.

- **Project preview** – assigned to people who are not directly involved in project realization (e.g. client, director, Mayor of the Municipality...). The person can view the content but can not modify or delete it.
- **Team leader** – has the same function as **project manager** except the right to change the items in the **left project menu**. Team leader can create, modify and delete all the project processes (tasks, resources, issues, changes, risks, documents, costs and to post comments)

Team leader is usually applied in larger projects and this function is assigned to person who performs the part of the tasks in domain of project manager or deputy project manager.

- **Software tester** – used at software projects. This role is assigned to persons who **tests the accuracy of application** within software development process.
- **Software tester** has the same rights as team member and also can **create issue (bug)** and **assign it to the person** (the most often to the programmer) to correction.



3.4. Budget of the project - in basic menu we define the item **Budget. The following fields in the form should be filled**:

- **Institution or organisation** –from drop menu choose the organisation,institution and company which **funded the project**
- **In the field put the project value**
- **Field Converted amount and converted currency –** serves in the case that project is funded from foreign sources (e.g. funds in **USD** but basic currency is **BAM**).
- **Click the button Save**

- **Note:**
  - **If** project is funded by means in **basic (domestic) currency** , then in the field **converted amount enter identical sum** and choose the same currency as at the basic currency **(image 2)**
  - Click to **+** button if you wish to add **new** Organization/company. The data are saved for further use.

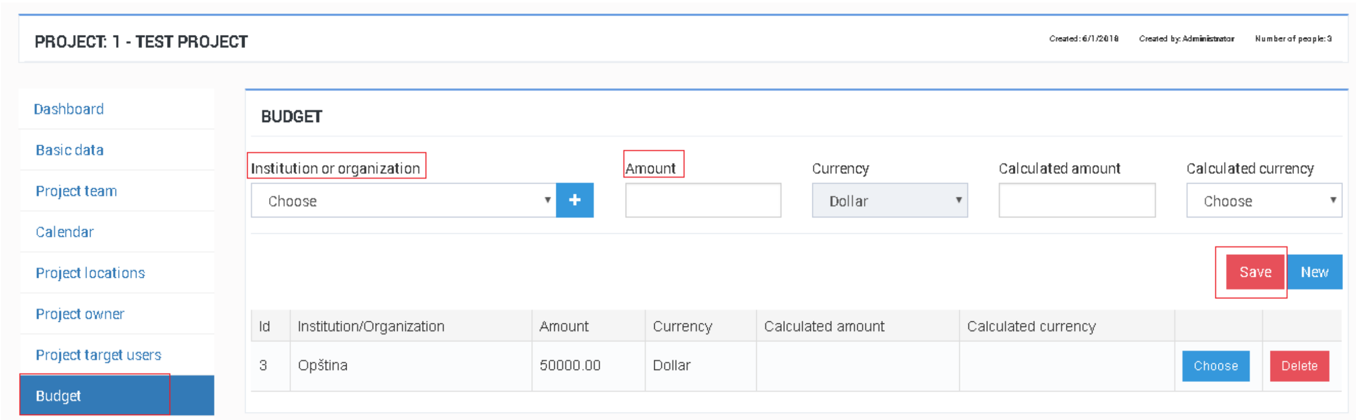
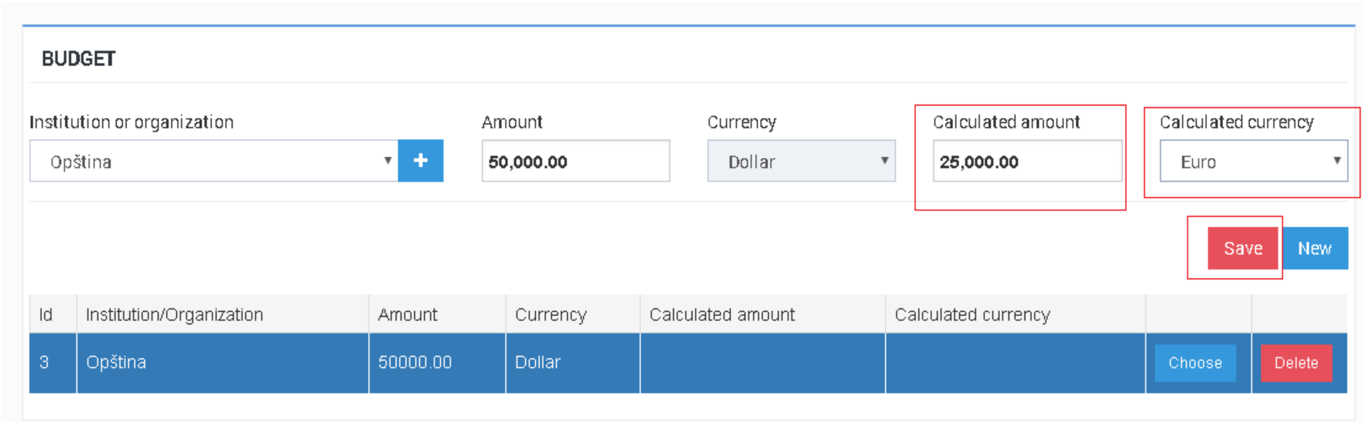
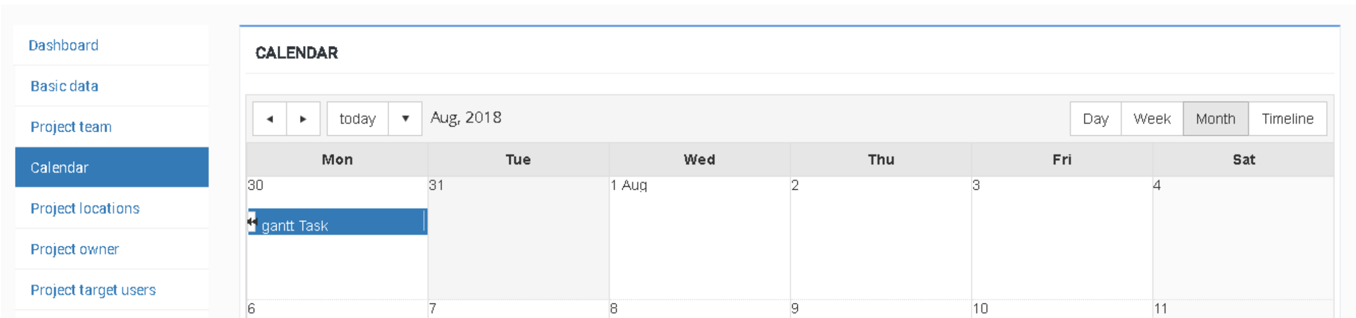


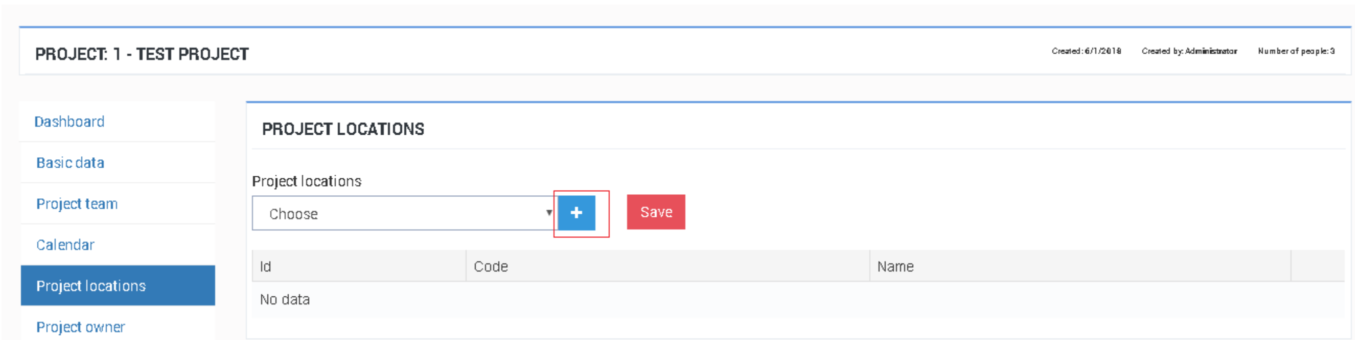
Image 2. Creating a budget- converted sum



3.5. Calendar – Project calendar is visual overview of project tasks at daily, weekly, monthly or annual level.



3.6. Project location – Define the geographical location where the project is implemented.



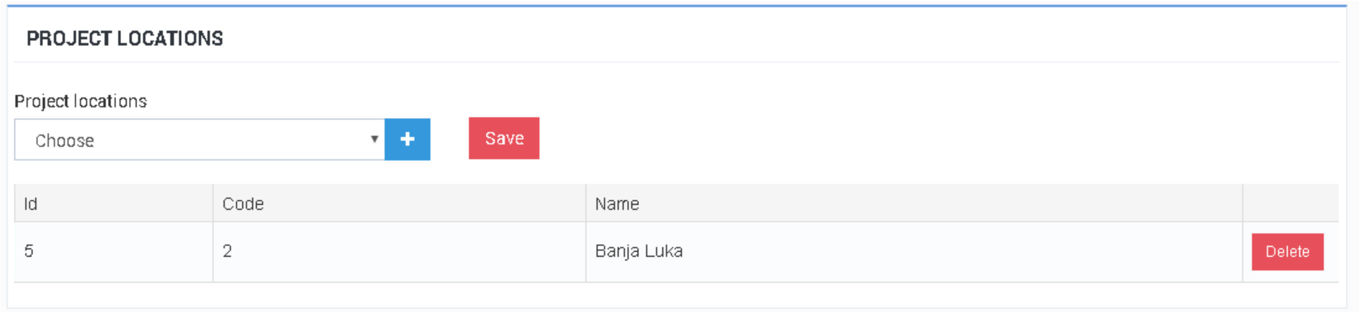
Note:

- It is necessary to previously create **Project location** Click to **+** button if you wish to add new Project location .. **Project location** is inserted for the first time. The data are saved for further use.

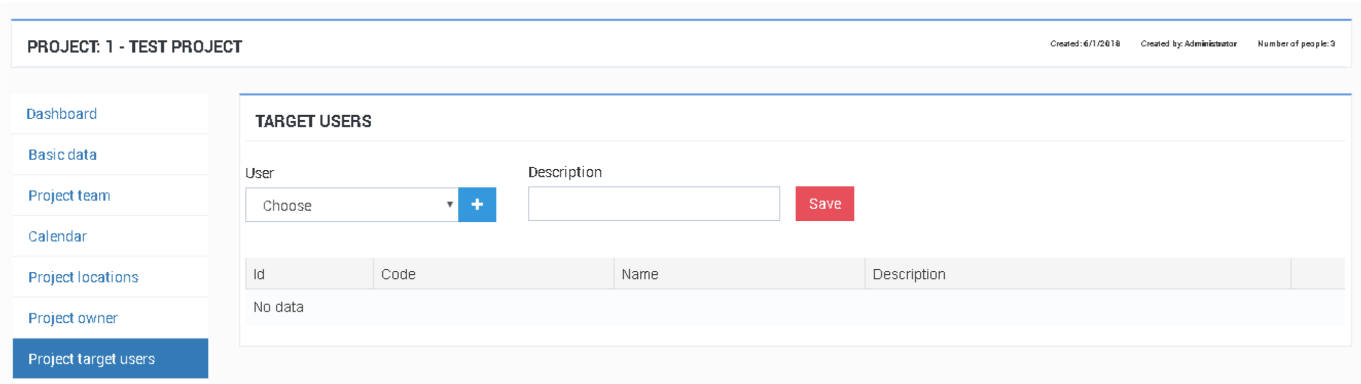
3.7. Project Owner –define the **project owner** and who initiated the project (company title, organisation title,department title...). Fill the data and click the button **Save.**

Note:

- **The item Project Owner** need to be previously created. Click to **+** button if you wish to add new Project owner .. Project owner is inserted for the first time. The data are saved for further use.



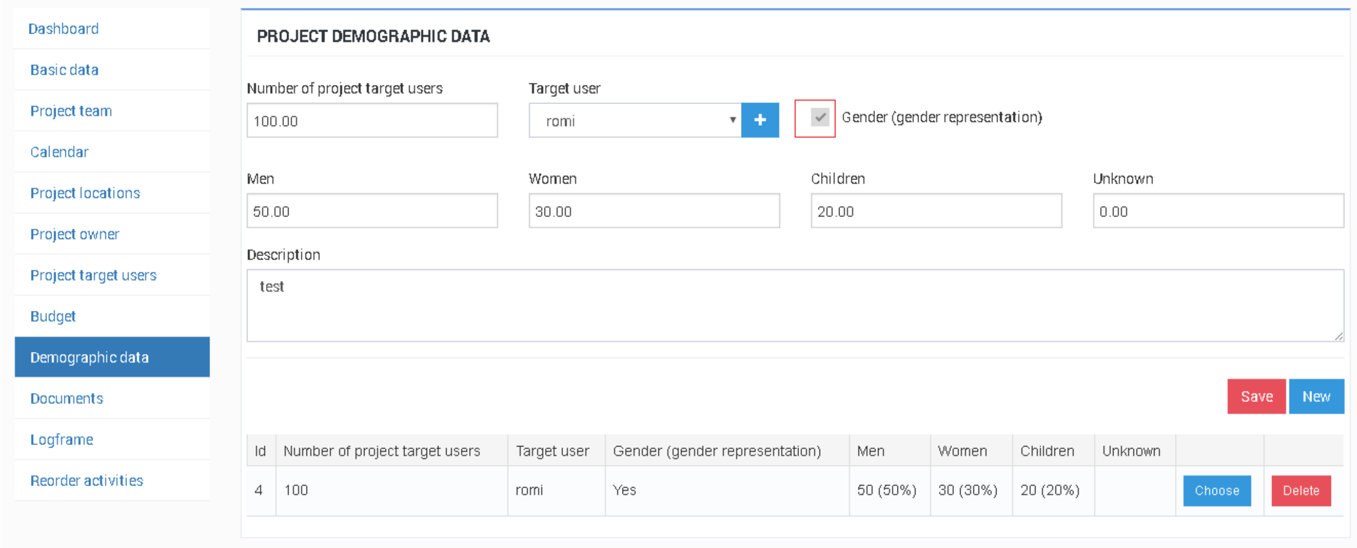
3.8. Project target users – with assistance of this option we define who the project target users are and which target group will benefit from project (**Example :** Support to Roma people through increasing of energy efficiency of Roma settlements). Enter the data and click the button **Save.**



Note:

- **The item Project target users** need to be previously created. Click to **+** button if you wish to add new Project Target user. **Project target users** is inserted for the first time. These data are saved for further use.

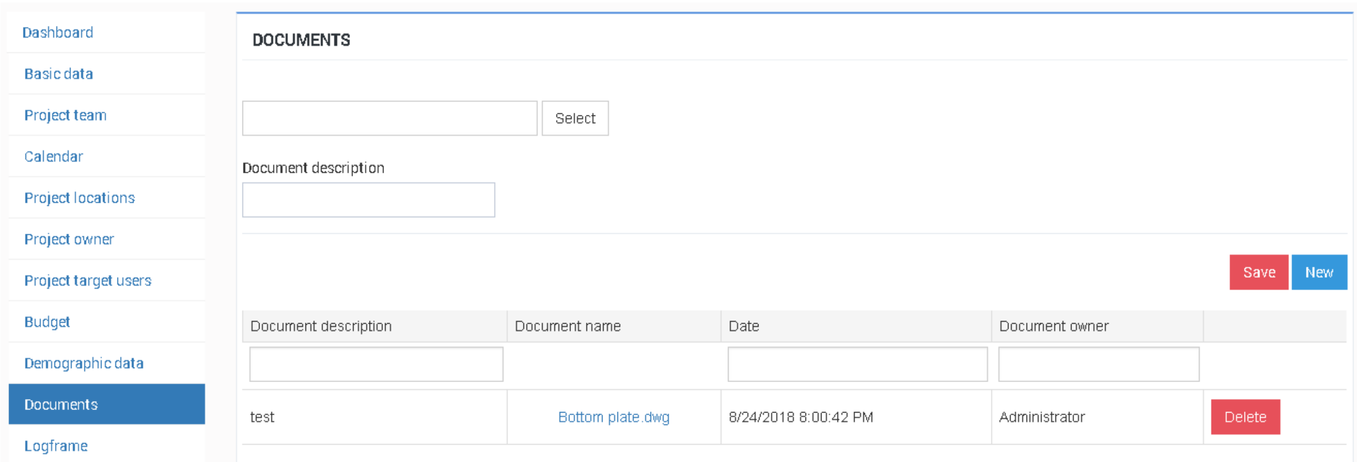
3.9. Demographic data - With assistance of this option if it is needed we define the **Gender of the project** namely **demographic structure** of project target users. Fill the form and click the button **Save**.



3.10. Documents

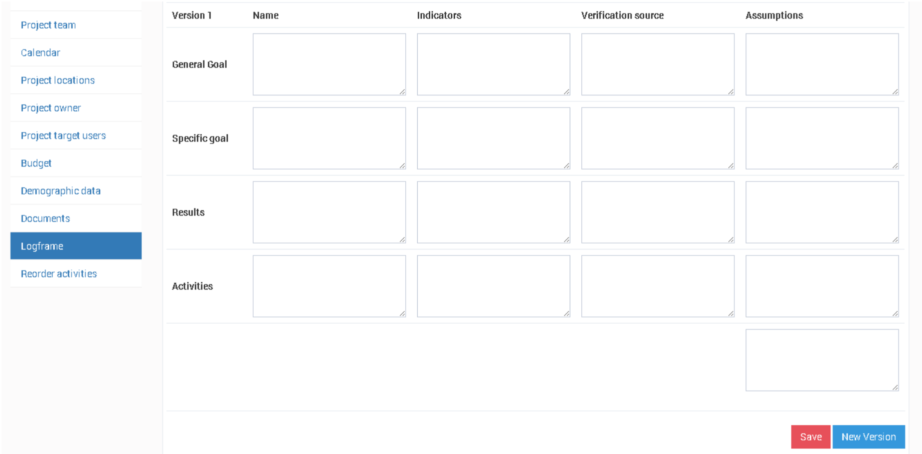
- Click the button select to select the document on the form for uploading documents
- Enter the description of the document and click **Save**

Option documents serves us to upload the project documentation and files related to project. Thus all the documents are available to project team at one place and at any moment.



3.11. Logical framework matrix

The option logical framework matrix is an auxiliary instrument used when we manage EU-funded project. **Click** the tab **Logical framework matrix** on the left project menu. Fill the form of matrix and click the button **Save.**

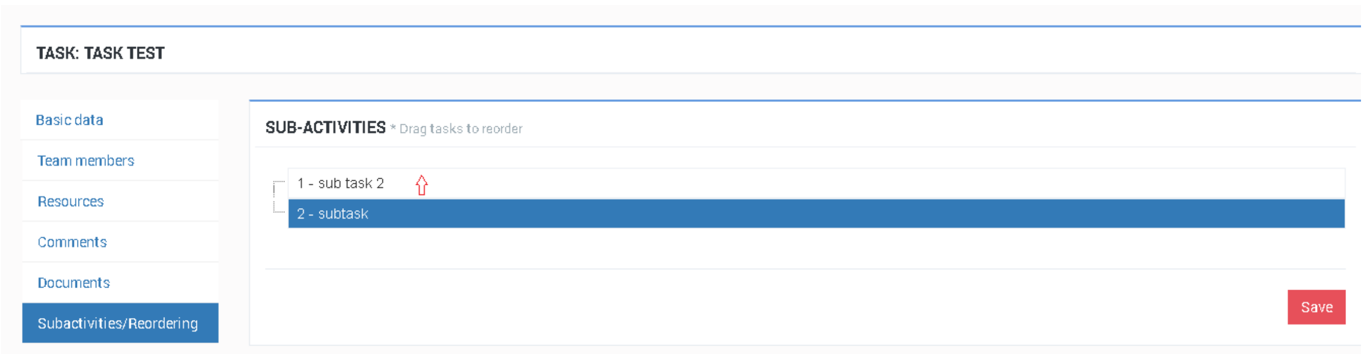


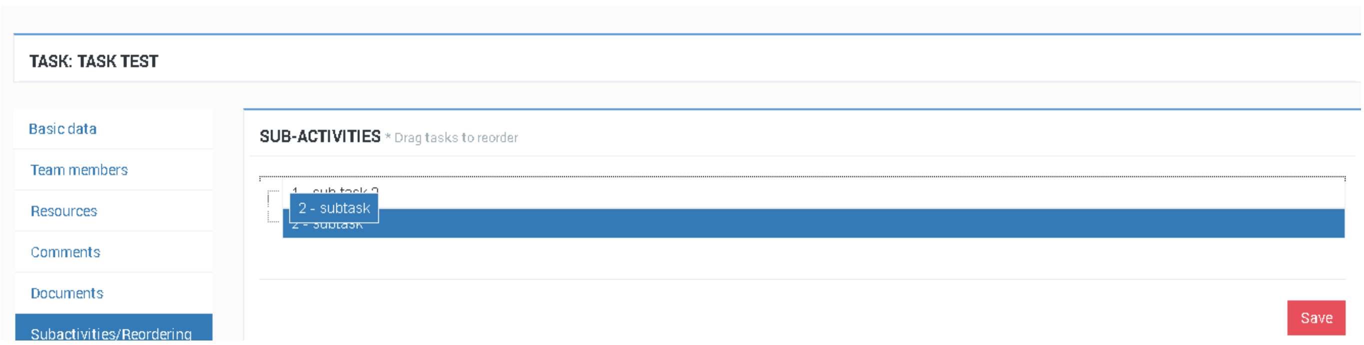
3.12. Reordering Activites

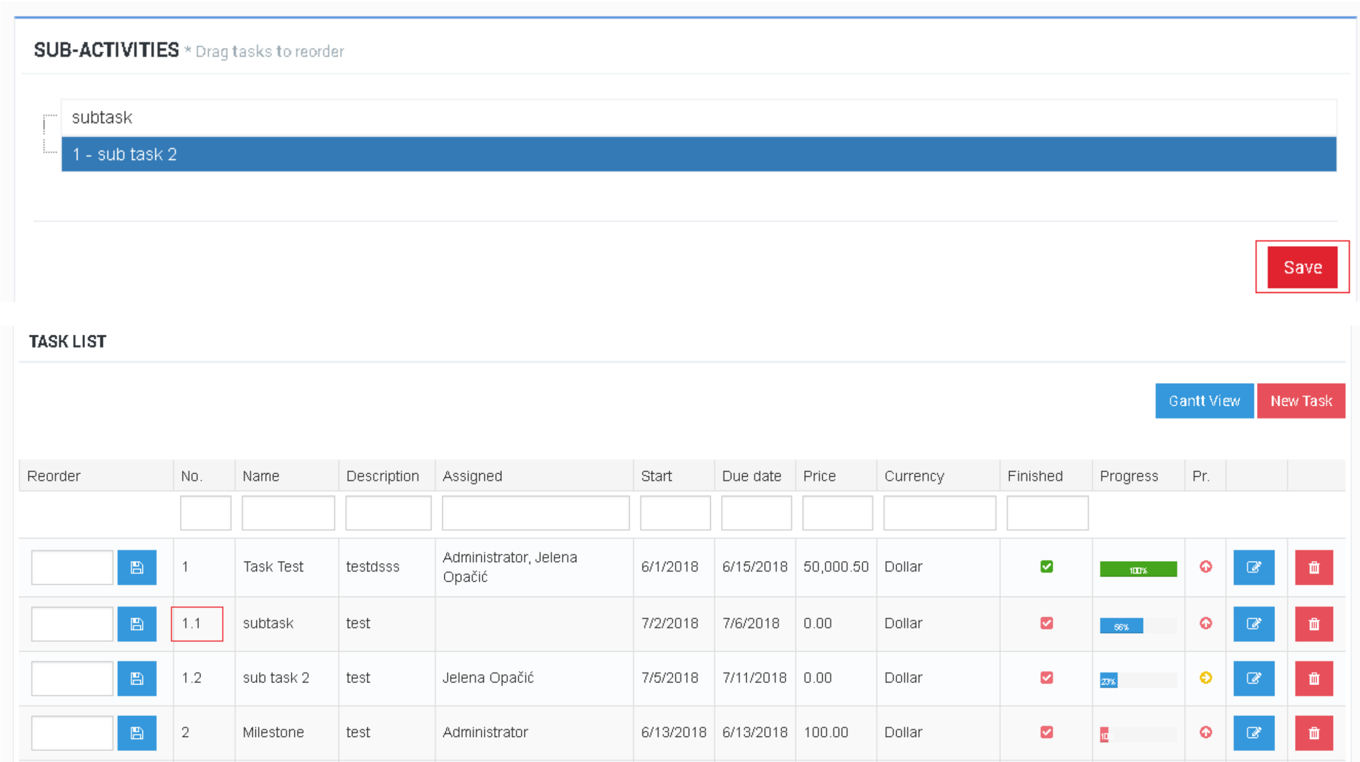
Each activity after creation in application will be automatically numbered as 1,2,3,4...

If you need to change the order of the tasks, click the tab **Reordering Activites.**

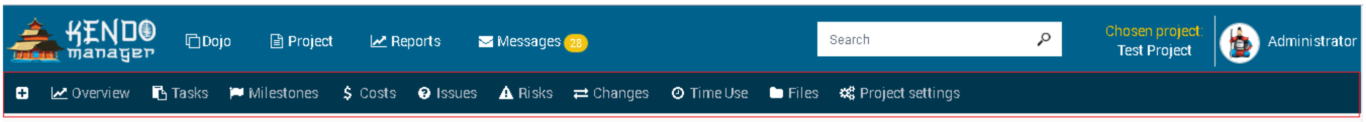
Drag the desired task and click to save the new order (images 2 and 3).







4.Project options



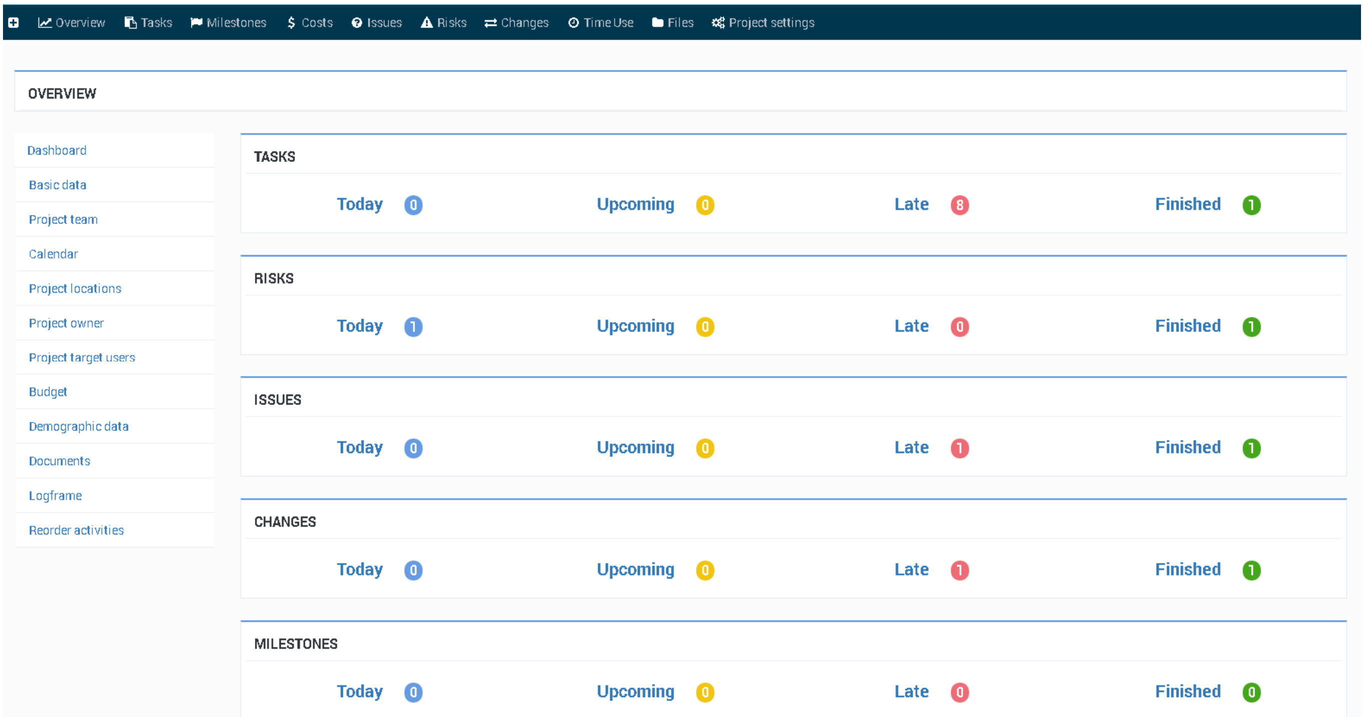
After you created project in the **menu project options**, you have at your disposal the following project options:

1. Overview
2. Tasks and Gantt
3. Milestones
4. Costs
5. Issues
6. Risks
7. Changes
8. Time used
9. Files
10. Project settings

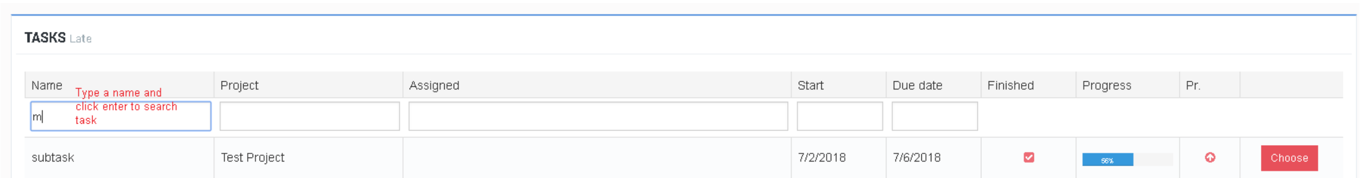
4.1. Project Overview

The project overview is intended for the project manager on the project. In this way, the project manager has a quick and easy overview of the current state of the project and the current status of project tasks delegated to the members of the project team.

Due to the quicker and easier insight for the project manager, project tasks are grouped on the **lists Today, Upcoming , Late and Finished** which are automatically updated depending on the deadline and changes defined by the project manager on the project.

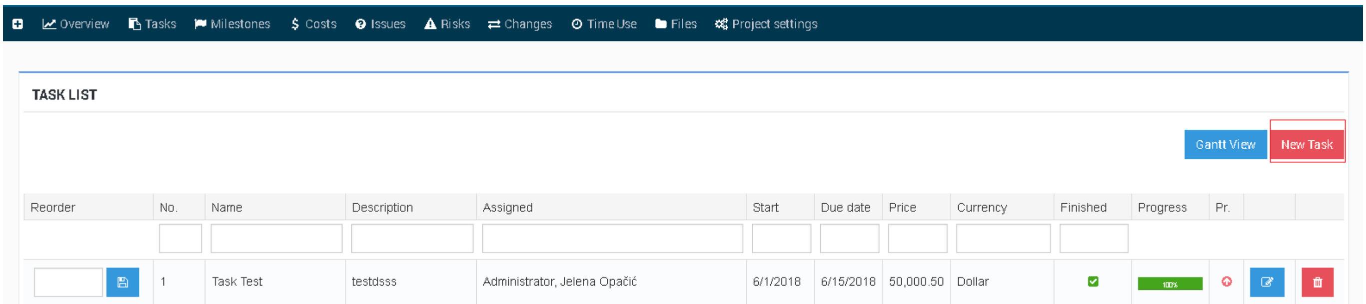


Note : When you click on **lists per priorities** inside the boxes (tasks, issues, changes, risks, milestones), you may **search the list or sort processes within the selected project**.

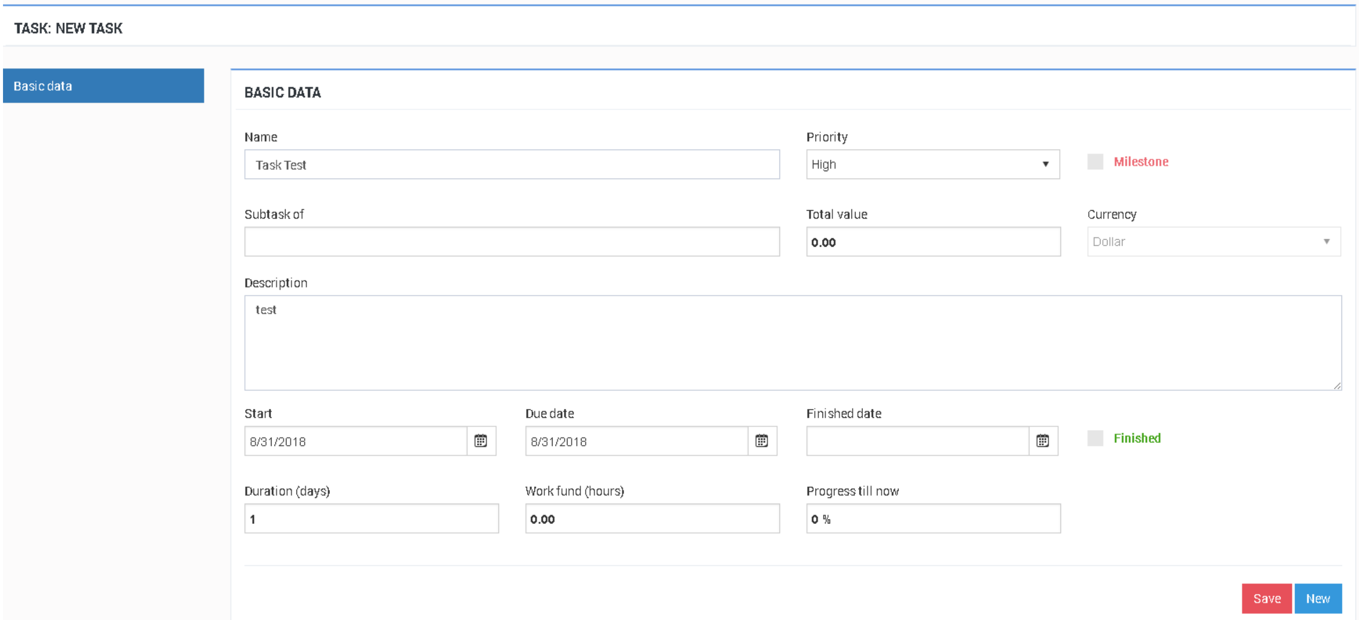


4.2.Tasks

1. In order to create **new task** on project, click the item **tasks** and you see the list of project tasks which you can **sort, search and reorder the tasks**.
2. Click the button **New task** from the list of tasks to **create the new task** .

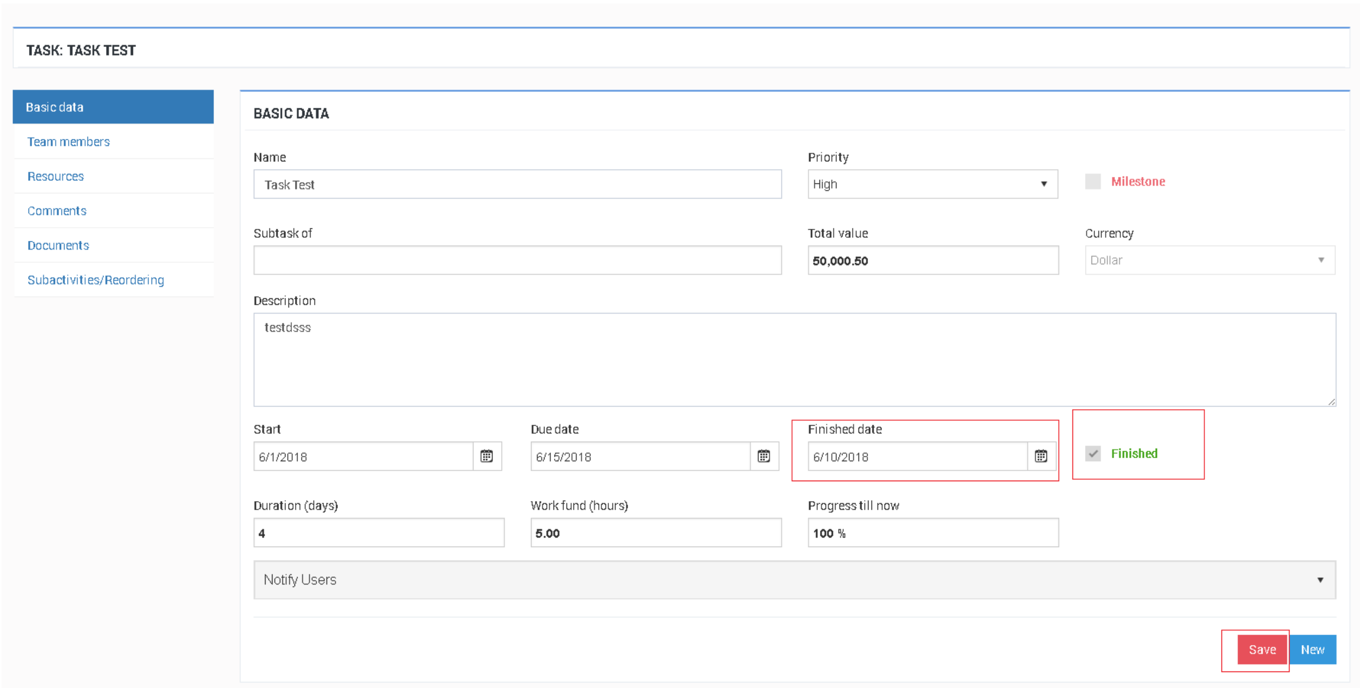


3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.

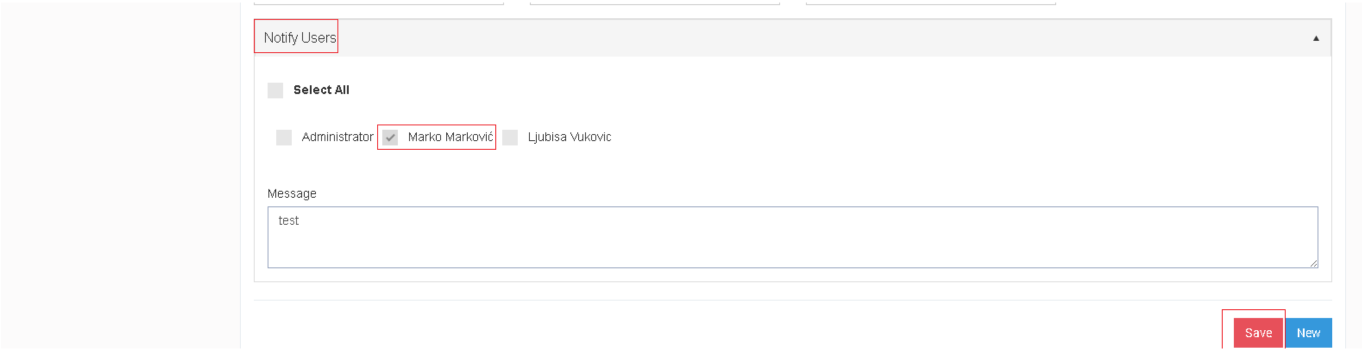


Note : Upon finishing the assigned task, team member informs project manager via message (inform the user) and post a comment. After prepared information,project manager performs the control,select check box finished and enter the date in the box finished if the task was successfully finished. On the basis of this action the process will automatically move at user's dashboard on the list of finished tasks (Manual, My dashboard).

If Project manager wish to reactivate the task, it is necessary to deselect check box finished, delete the date in box solved, **change deadline** if it is expired, save the change and inform the team member by message (option notify users).

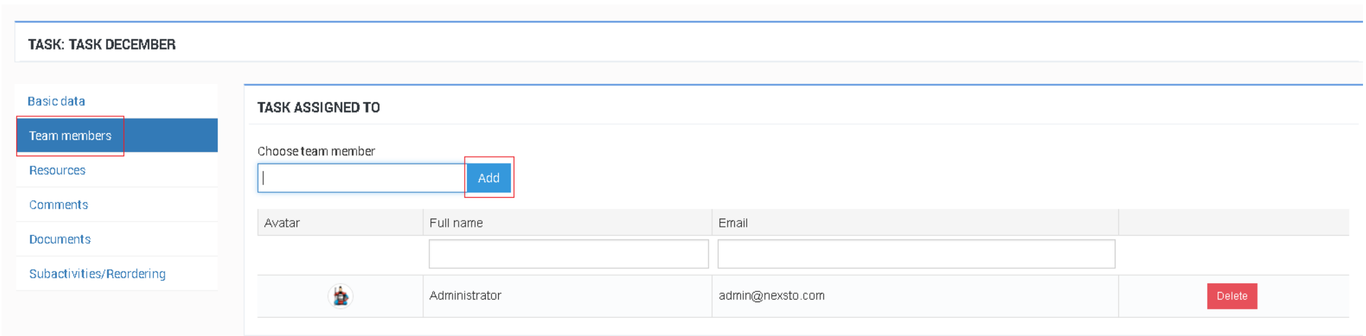


4. After you saved a **task,** within **basic data** you get an option **Notify Users. If you wish** to inform project team members, this option enables you to send e-mail from the form. Fill the form, select the team member and click the button **Save**.



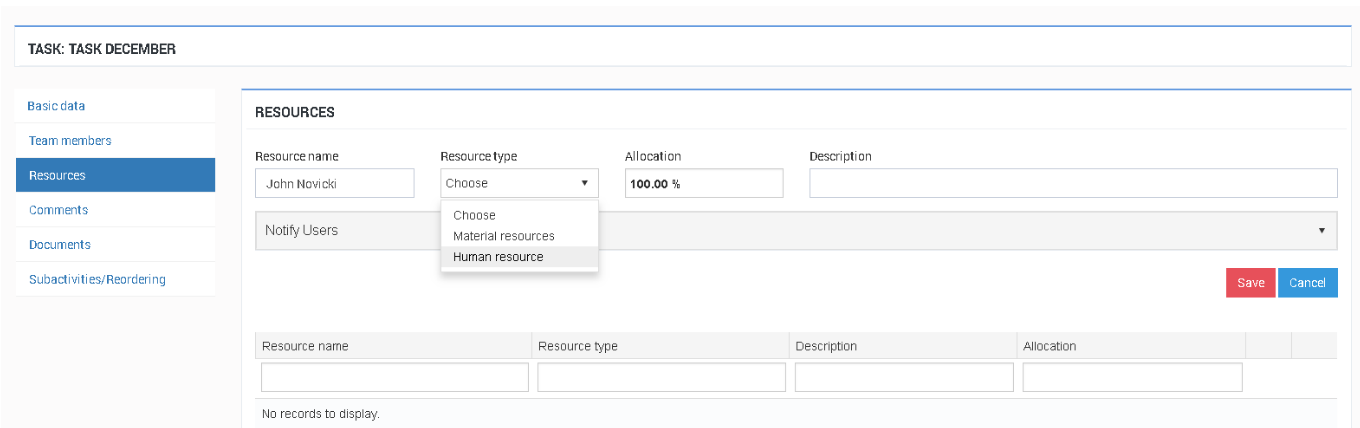
After you **saved basic data for the task**, you got the **other task-related options** on the left side.

5. **Team members** – Click the tab **Team members** . In the box **Select team member** choose the user (it is enough to enter just one letter to appear the user from the list) . Click the button **Add** and assign the task to team member who is responsible for the realization. **Assigned task** will automatically appear on **dashboard of user (paragraph 2.2.).** The user receives automatically **e-mail** with information about assigned task.



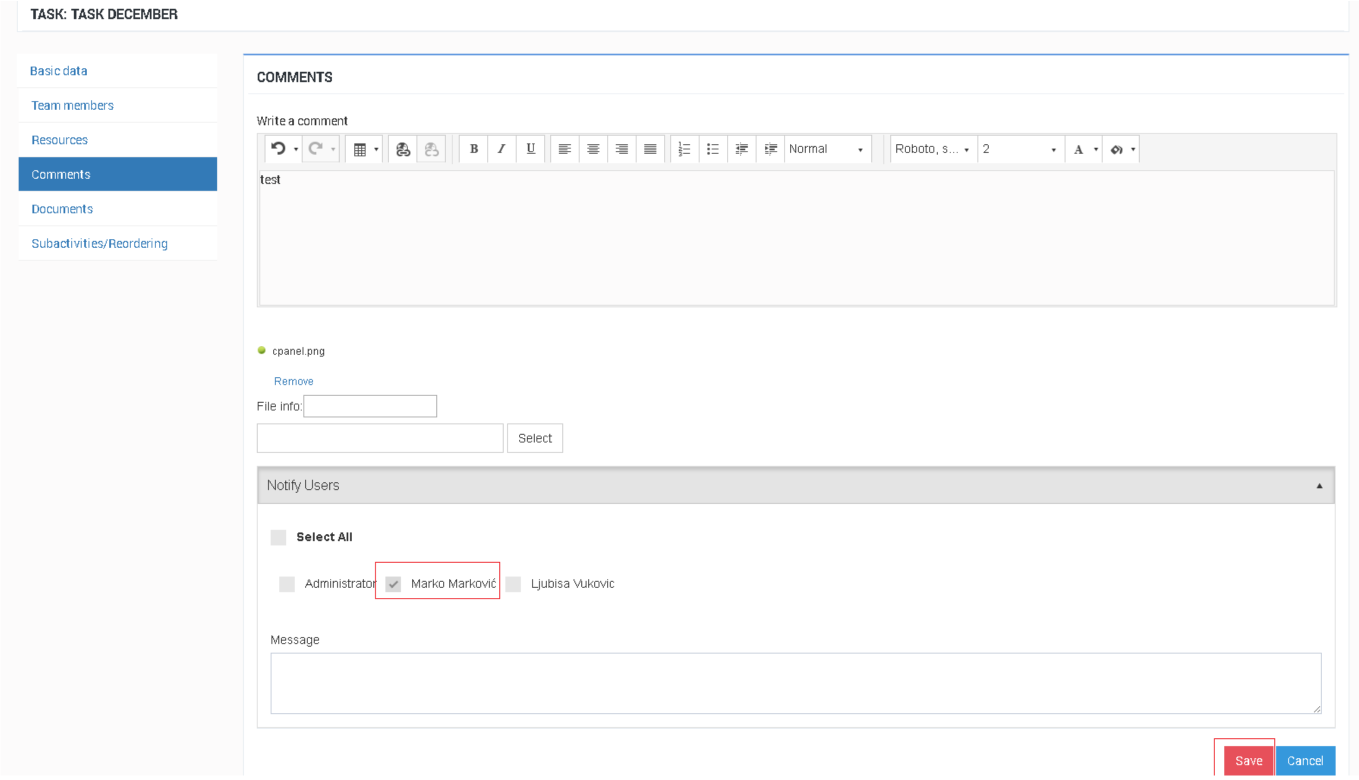
6. **Resources**

To define the resources used for realization of the actions, click the tab **resources**. Enter the title of the resource and choose the category. In case that you want inform other team members, fill the form **Notify Users**. Then click the button **Save**.



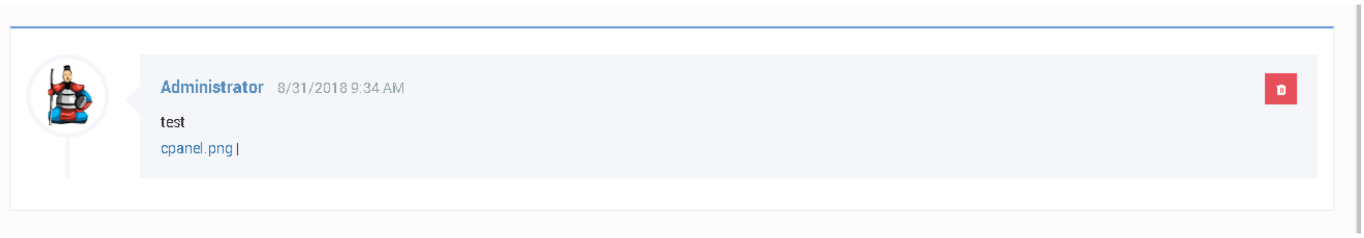
7. Comments

Option comments serves for discussion of project team members i.e. to post comments regarding the task progress. **Click** on option **comments.** Fill the form comments. Upload the document if you have it at your disposal**.** If you want to inform the other team members click on the **Notify Users.** After you filled the form click the button **Save.**



Note :

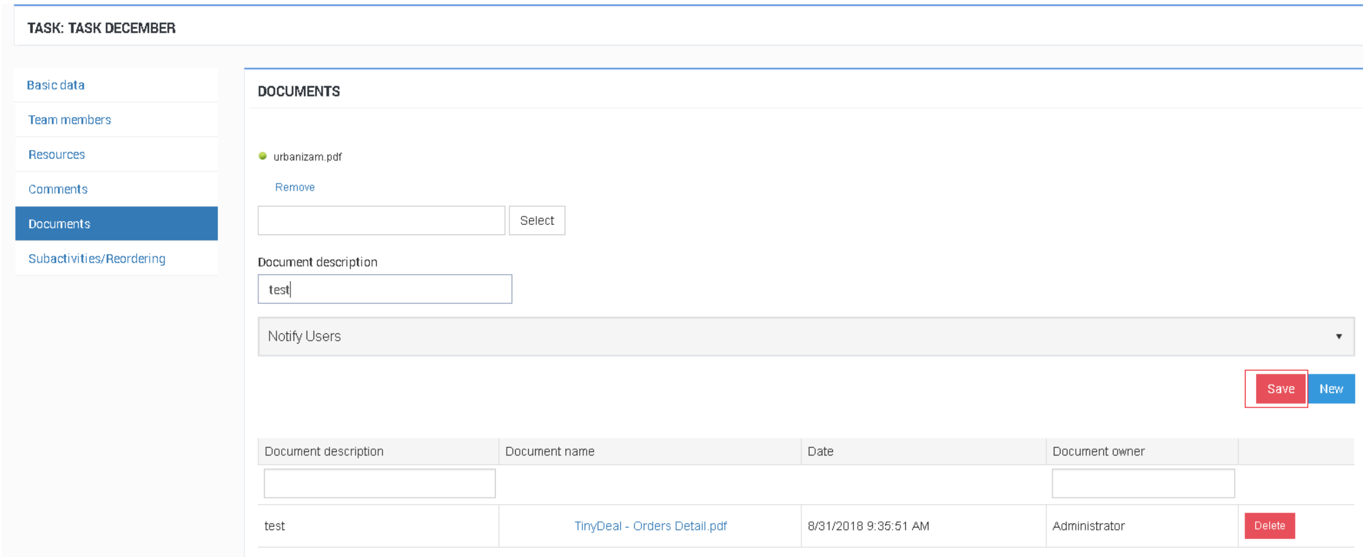
- Each **member of project team** can **delete** just **own comments** .



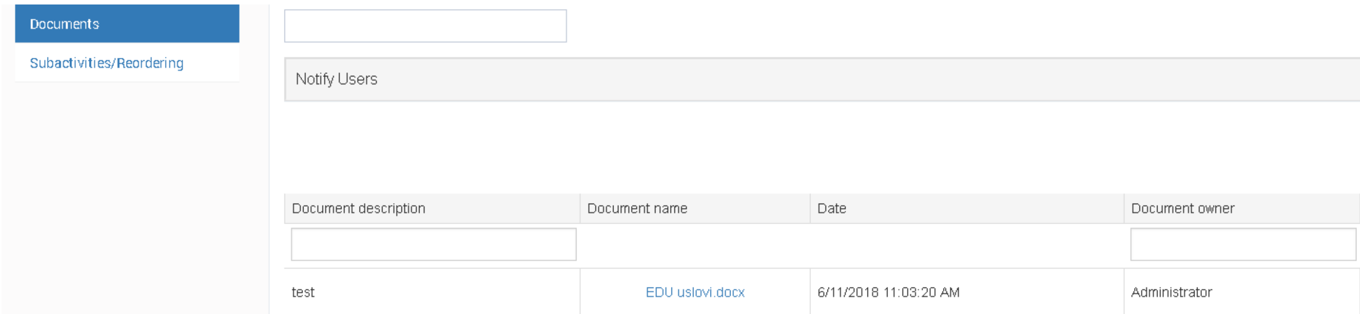
8. Documents

The option Documents is aimed to **store the documents and files** relating to realization of specific task.

Click the button **Select.** Choose document- enter the description of document and click the button **Save.**



Note : Users who hold the project **role Team member (3.6. Project team)** can put the documents but they do not have the permission to delete the documents or to make changes. Those rights are predefined to **project manager.**



9. Subtasks (reordering)

When a task consists of **subtasks** (1.1., 1.2, 1.3, 1.3.1) you can make the reordering using this option. Kendo Manager supports existing of up to **4 sublevels** in activity.

Image 1. Creating a subtasks

Image 2 . List of tasks

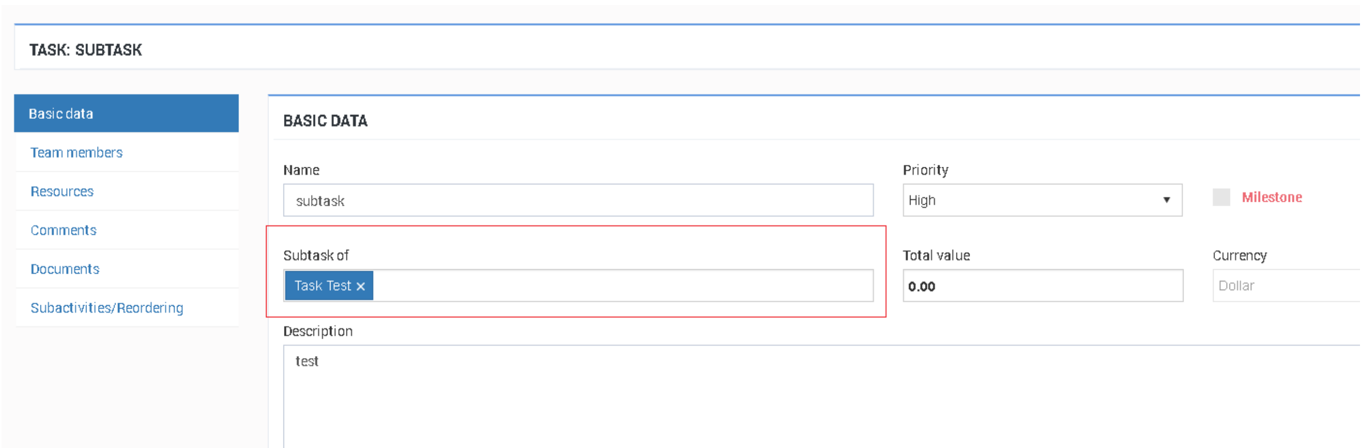
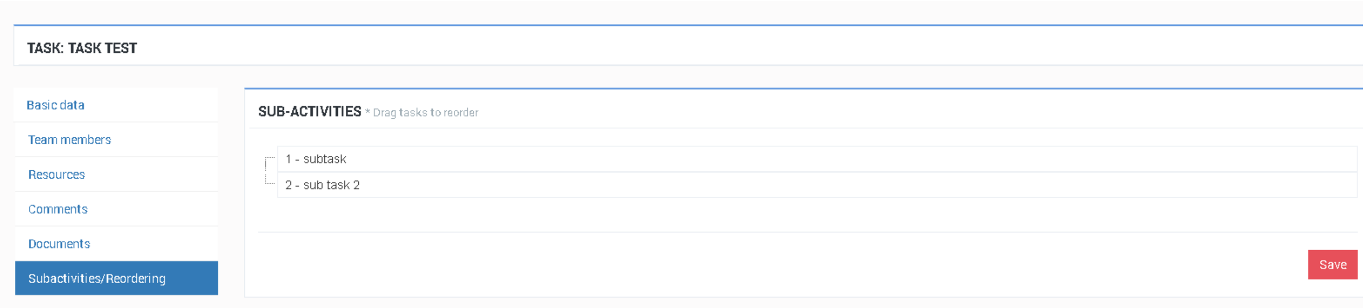


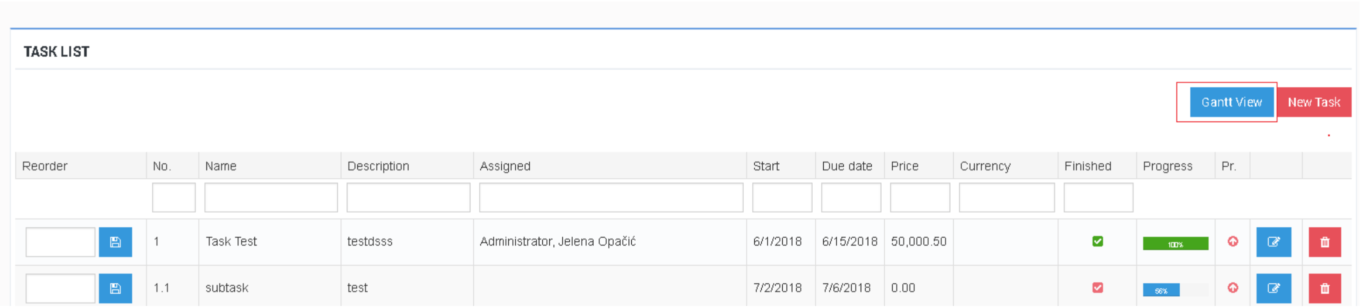
Image 3. Reordering of tasks



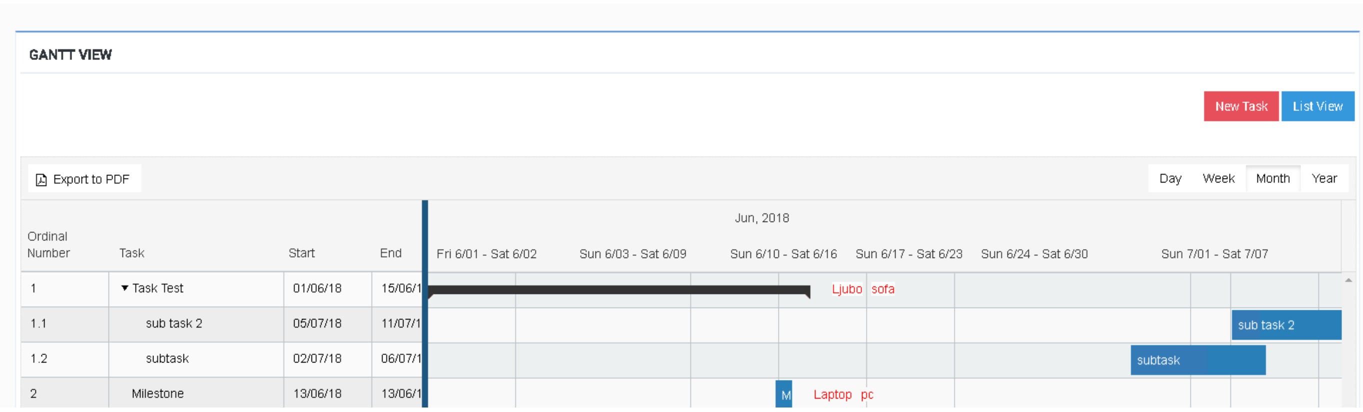
4.2.1. Gantt

Kendo Manager project management software supports both modes, Task List and work throw to Gantt chart.

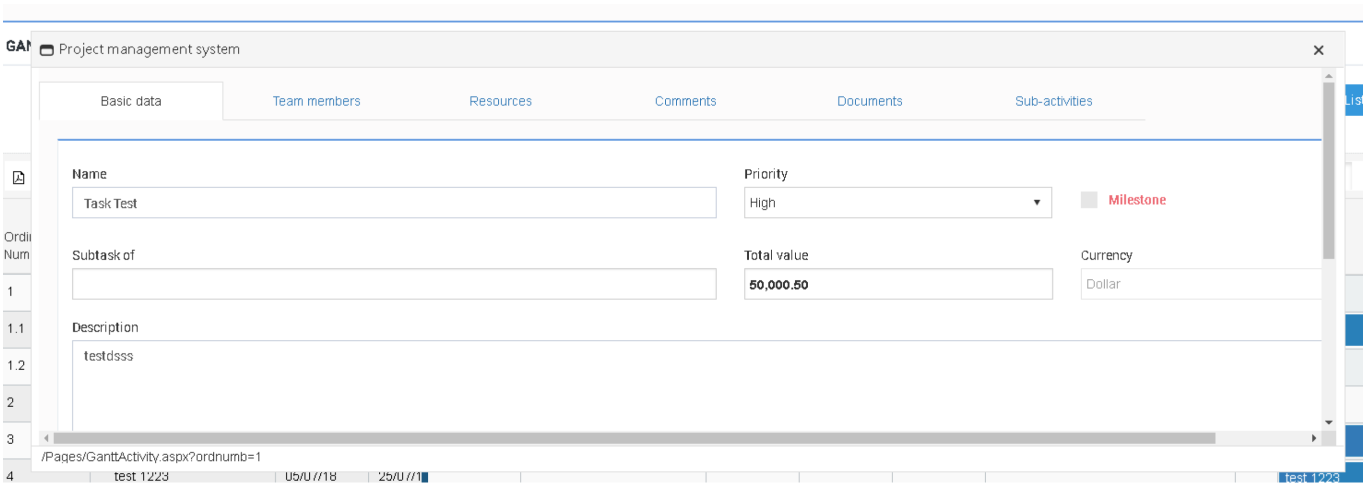
1. Click the option Task-Gantt View



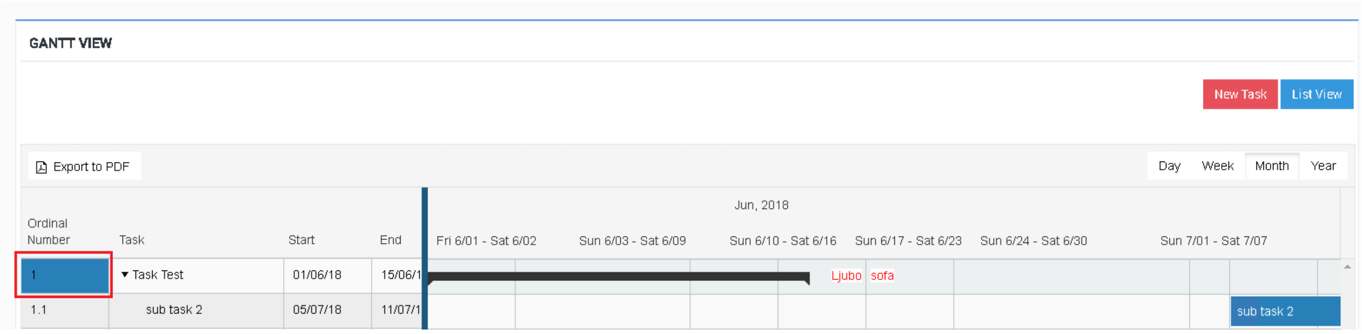
2. Click the option **New Task**



3. Fill the form **Basic data** and click the button **Save** to get the other options within the new task.



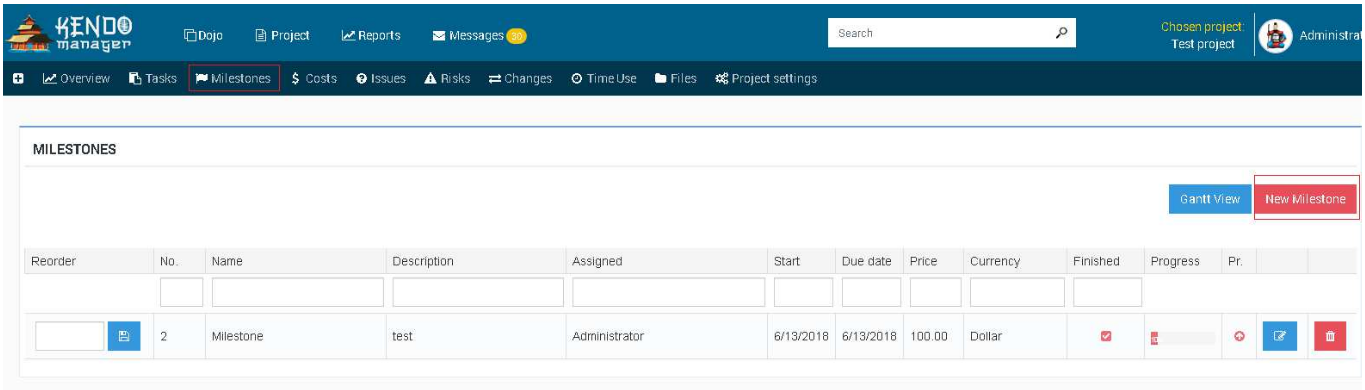
4. If you want to edit an existing task, **click on Ordinal Number**



4.3 Milestones

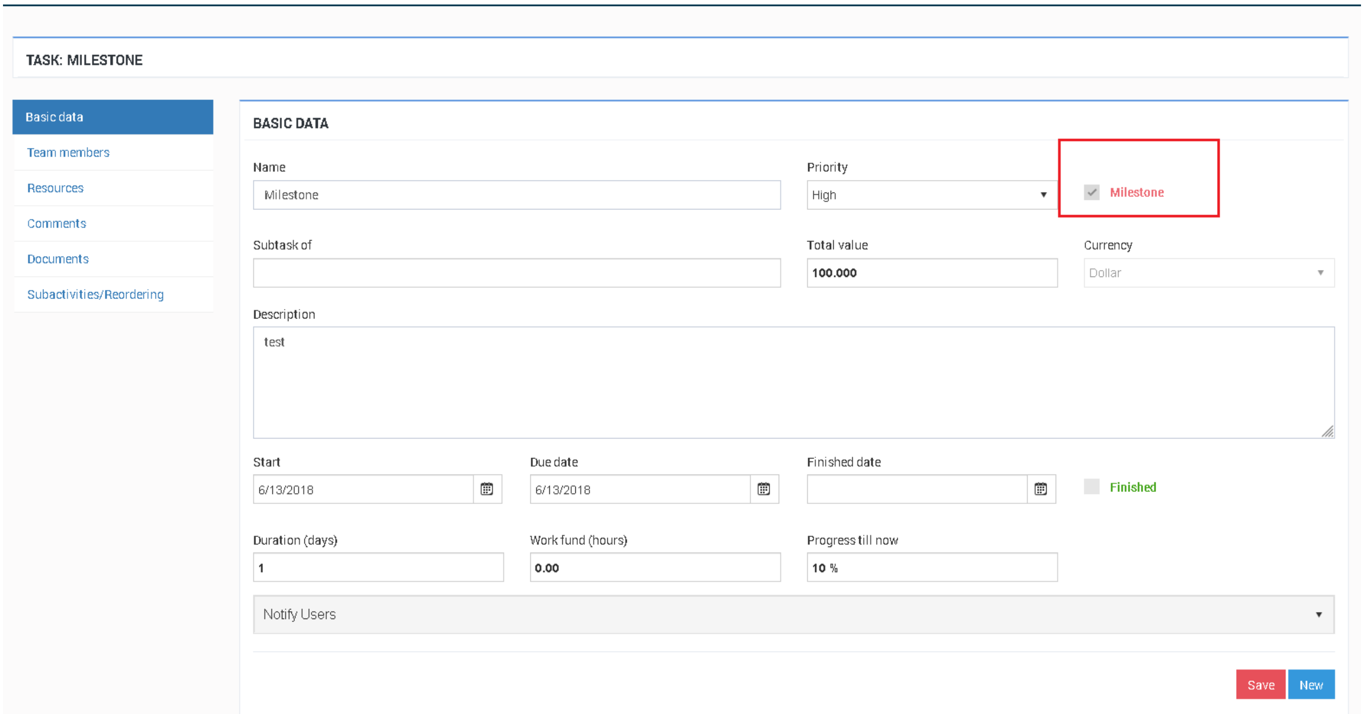
Milestones in project are the events (tasks) of great importance for project.

1. Select project and click the option Milestones- New Milestones

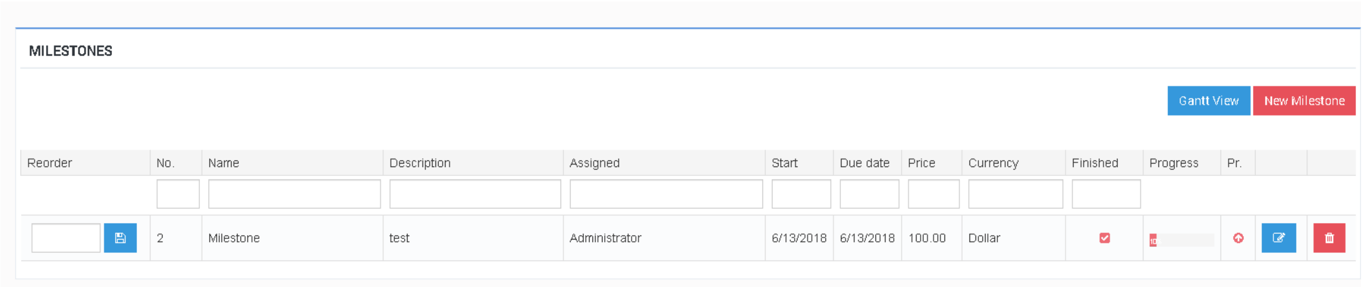


2. Fill the form and select **check box Milestone** to give the **status Milestone** to the task.

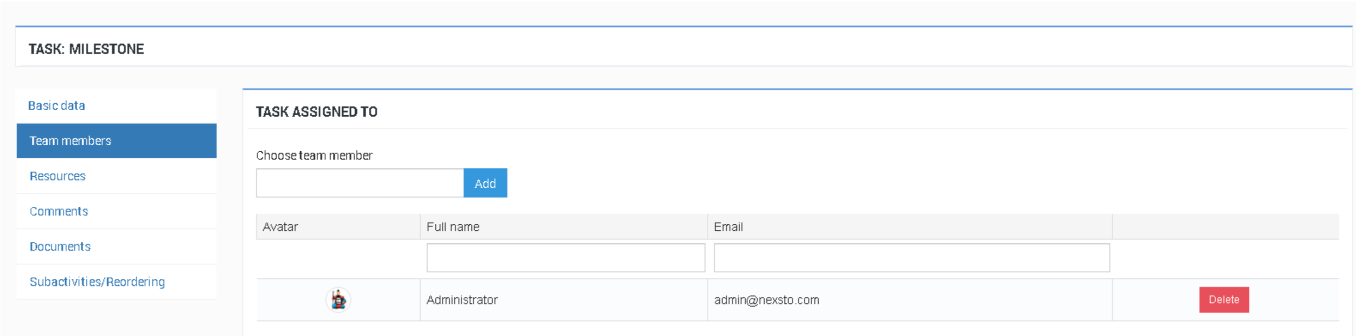
Click the button **Save** .



3. **Marked task will be shown on the list Milestones .**



4. In the tab **Team members** assign the **Milestone** to member who is responsible for realization.



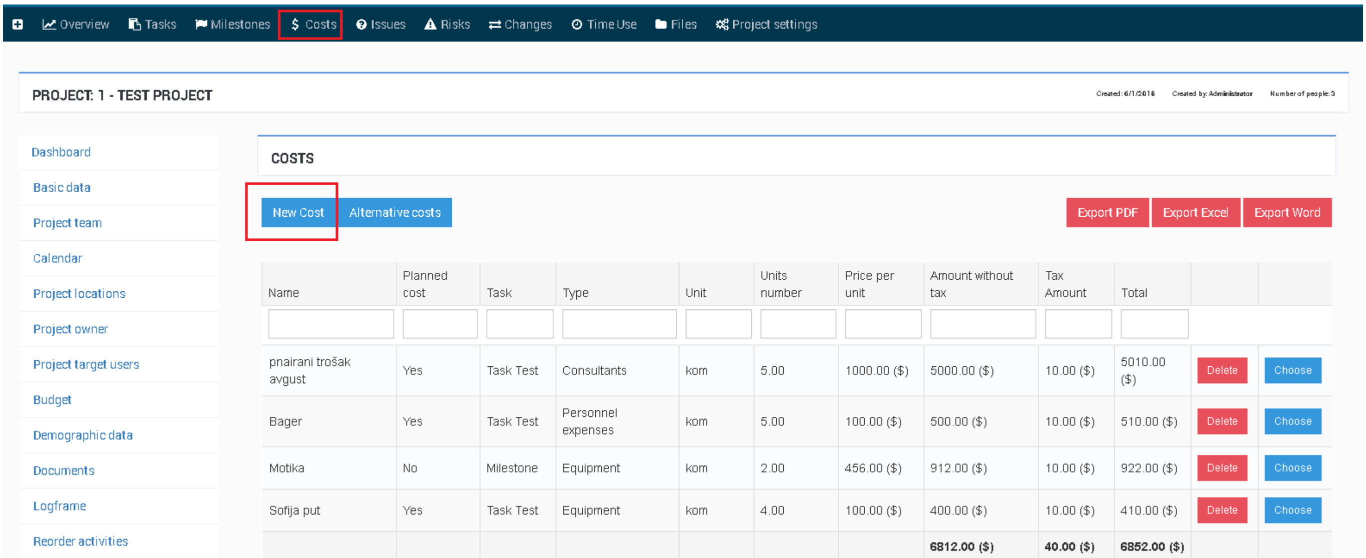
Note :

Usage of other options (Resources, Comments, Documents,Subtasks) in the task defined as **Milestone**, is the same as in ordinary task.

4.4 Costs

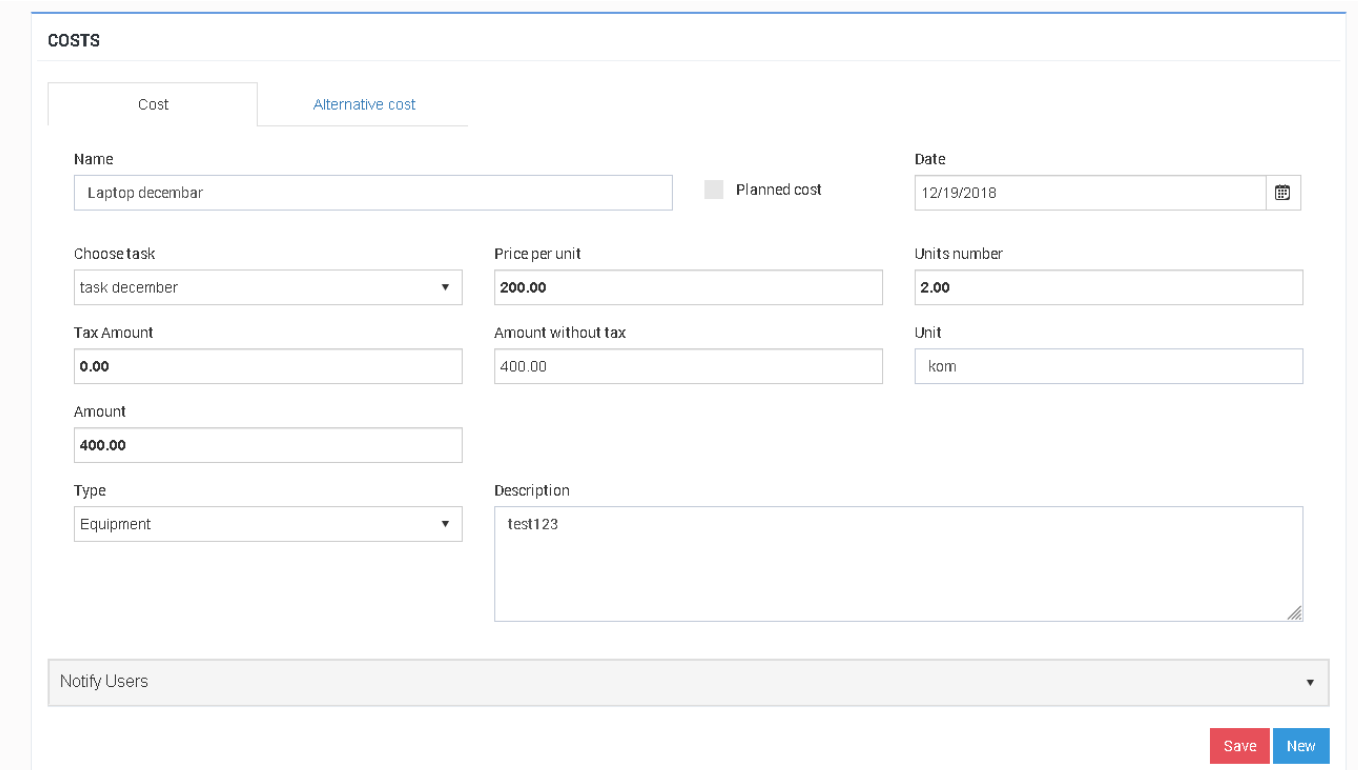
The option Costs serves to record the costs during the implementation of project.

1. Click on **Costs** in menu project options-**New cost**

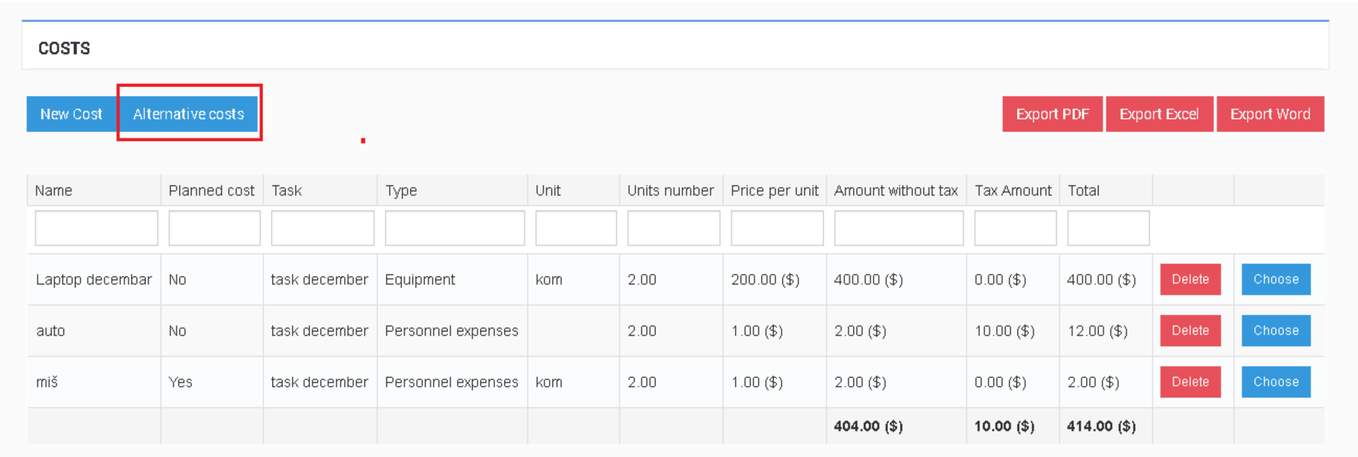


2. Fill the form **Costs** and click the button **Save**.

   If project requires **expressing of the costs in other currency**, select **Cost in other currency** on the form Costs to fill the **auxiliary form**.



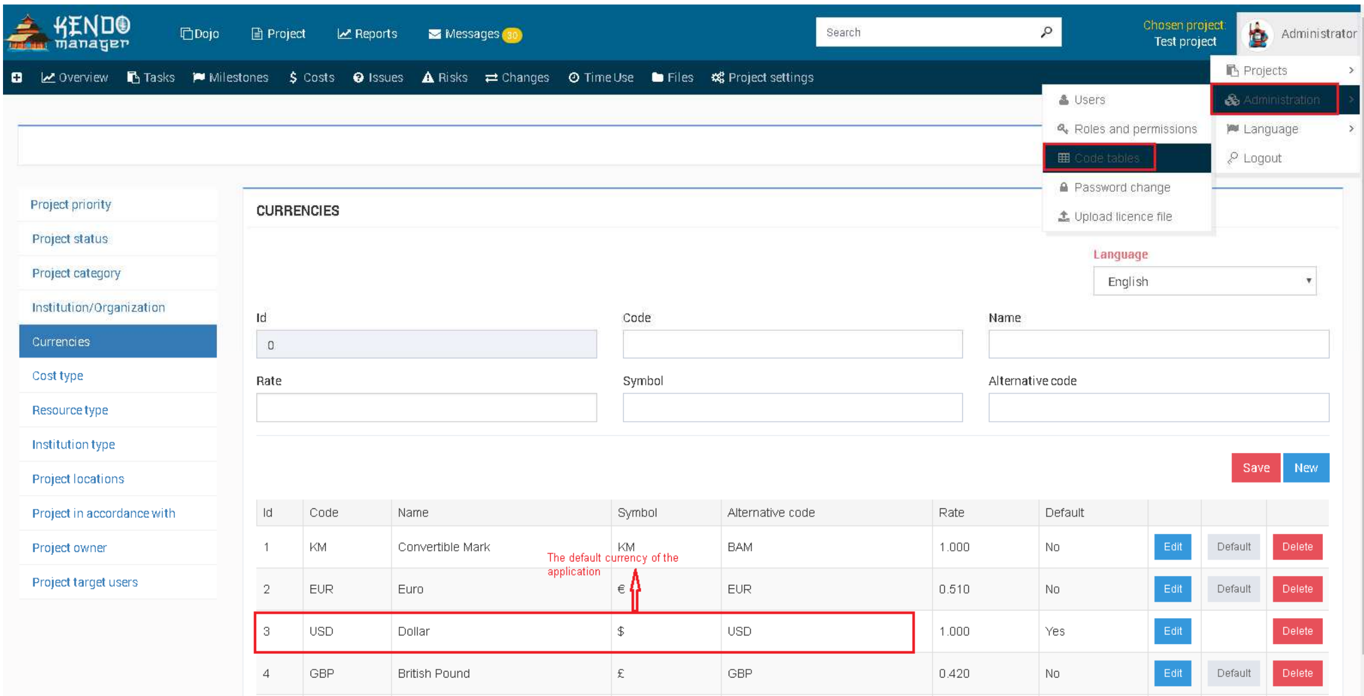
3. Select **Currency** on the form to get automatically converted amount in selected currency
4. Click the button Save
5. If you wish to view the converted values click the option **Alternative costs**



Name	Planned cost	Task	Type	Unit	Units number	Price per unit	Amount without tax	Tax Amount	Total		
Laptop decembar	No	task december	Equipment	kom	2.00	200.00 ($)	400.00 ($)	0.00 ($)	400.00 ($)	Delete	Choose
auto	No	task december	Personnel expenses		2.00	1.00 ($)	2.00 ($)	10.00 ($)	12.00 ($)	Delete	Choose
miš	Yes	task december	Personnel expenses	kom	2.00	1.00 ($)	2.00 ($)	0.00 ($)	2.00 ($)	Delete	Choose
							404.00 ($)	**10.00 ($)**	**414.00 ($)**		

Note :

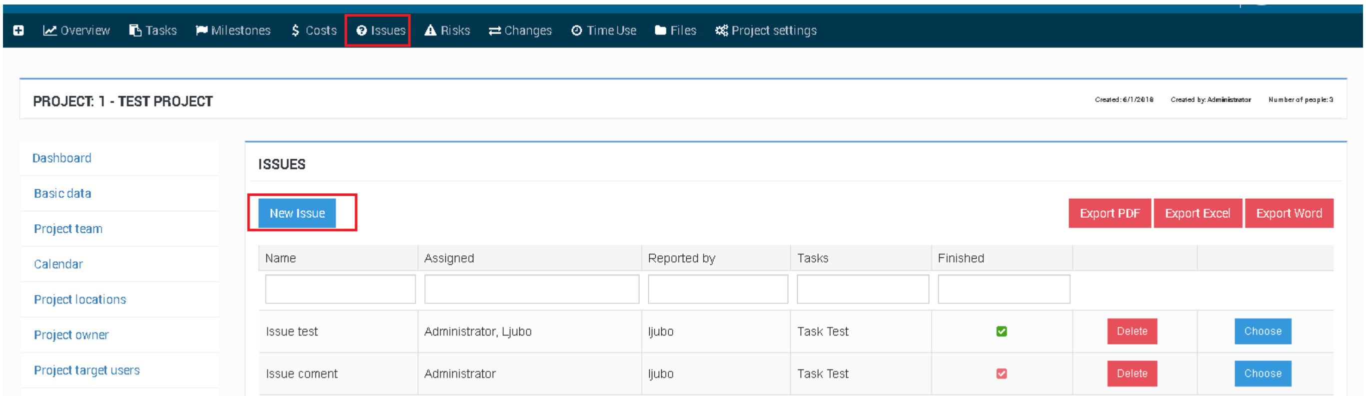
Exchange rates comparing to main currency in application can be inserted using **Admin profil (Administration-Codebooks –Currencies).** Exchange rate value can be changed depending on need.



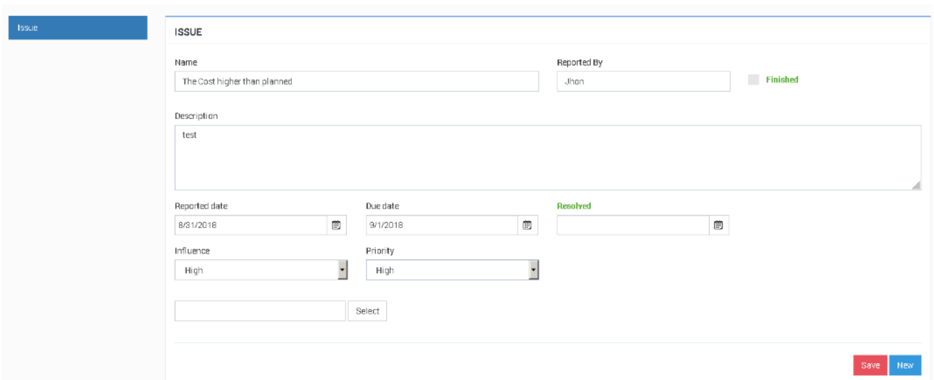
4.5 Issues

Otion Issues serves to register the issues, assignig to project team members to solve them and to create the connection with certain project task .

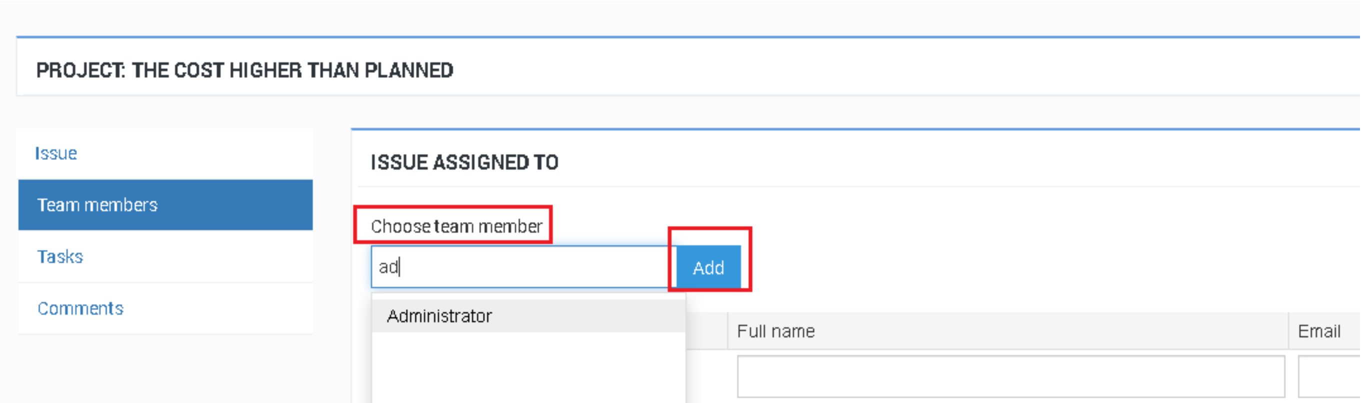
1. Select **project** – Click at **Issues – New issue to receive the form for creating an issue**



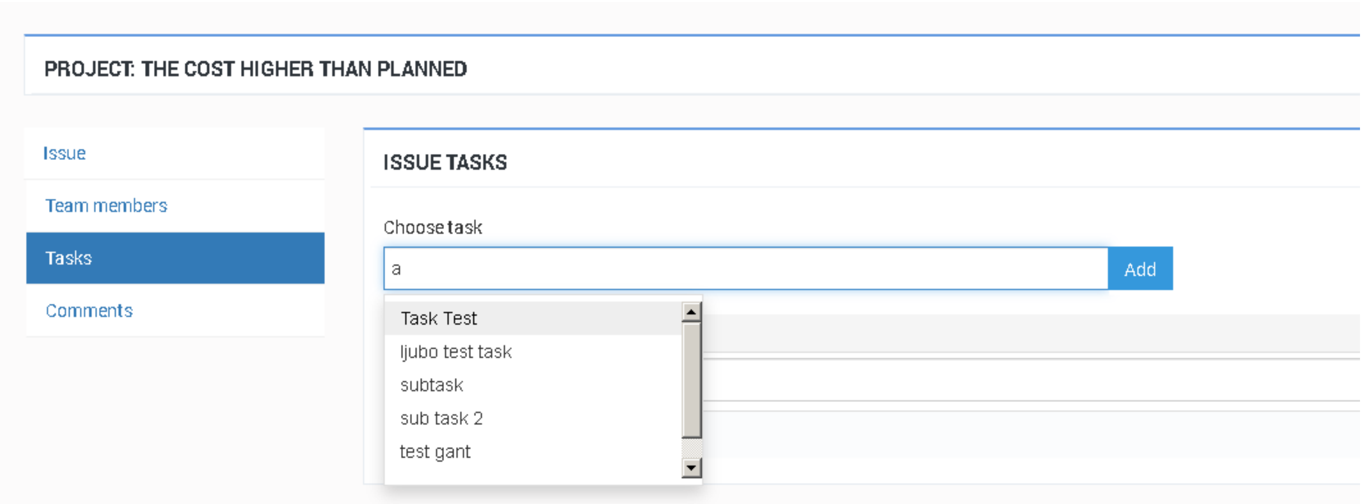
2. Fill the form and click the button **Save**. When you create an issue, you will get other options in menu on the left.



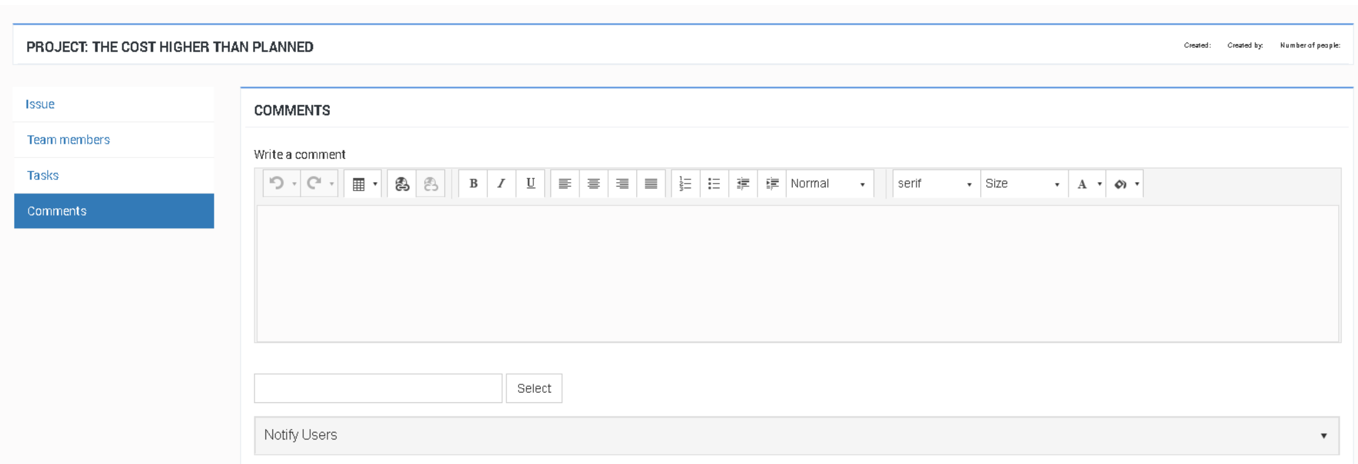
3. Click the tab **Team members**. Select the user in the box **Select team member** (just enter one letter and the user from the list will appear). **Click** the button **Add** and assign the **issue** to project team member responsible for issue solving. **Assigned issue** will automatically appear on **dashboard** of **the user (paragraph 2.2.).** The user automatically receives **e-mail** with information about the **assigned issue.**



4. When the issue is connected to specific task , click the **option Tasks** and **add task** .

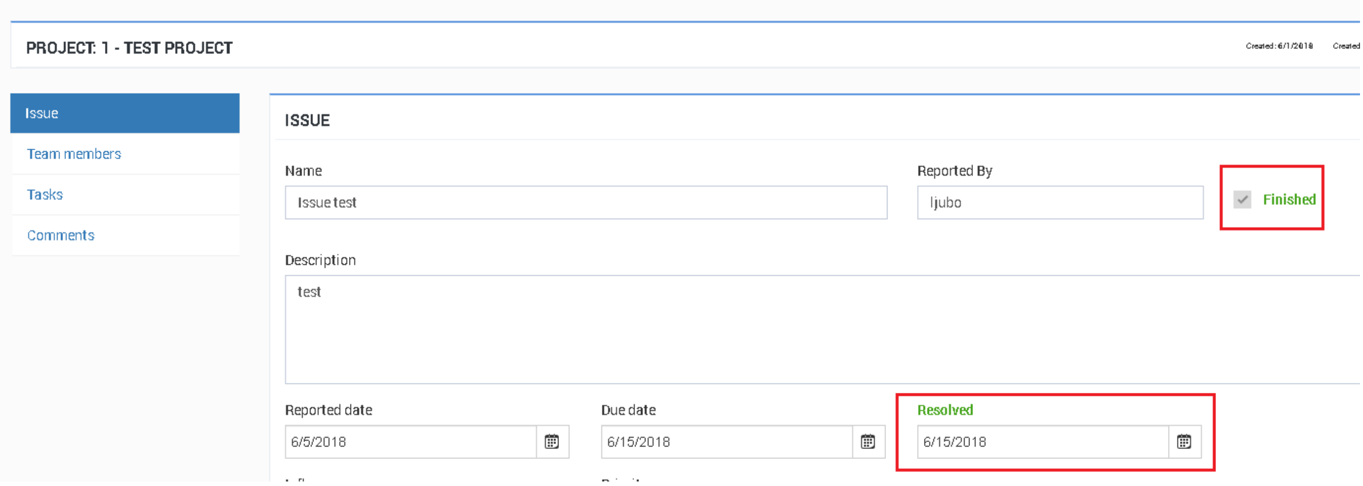


5. The option **Comments** serves for discussion between **Project manager and project team member** who is responsible for solving of an issue**.** Also, and other project **team members** can post the **comments.** Posted comment can be deleted just by person who posted it.



Note:

When assigned issue is finished, team member post a comment and inform project manager via message (inform the user). Then project manager carries out the control, select check box finished and enter the date in box finished if the Issue is successfully finished. On the basis of this action, the process on dashboard will automatically move on list Issue Finished (Manual, Art.2.My Dashboard).

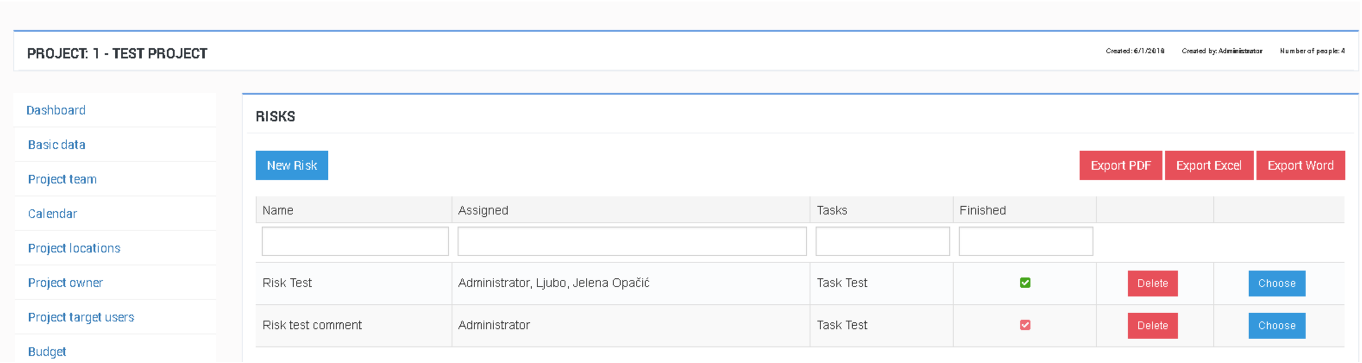


If Project manager wants to reactivate the Issue, it is necessary to deselect check box finished, delete the date in the box solved, change the deadline if it is expired, save the change and inform the team member by message (option Inform the user).

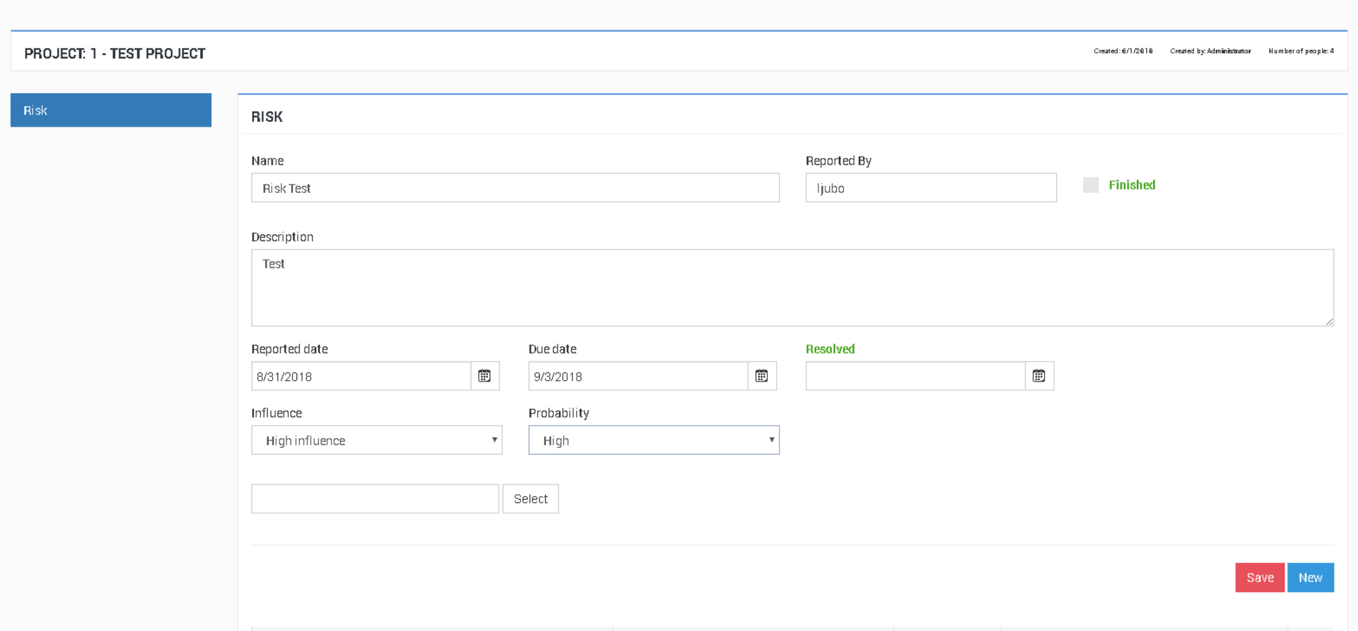
4.6 Risks

The option **Risks** allows us the opportunity to register project risks, to define time frame, influence to project as well as the possibility to happen.

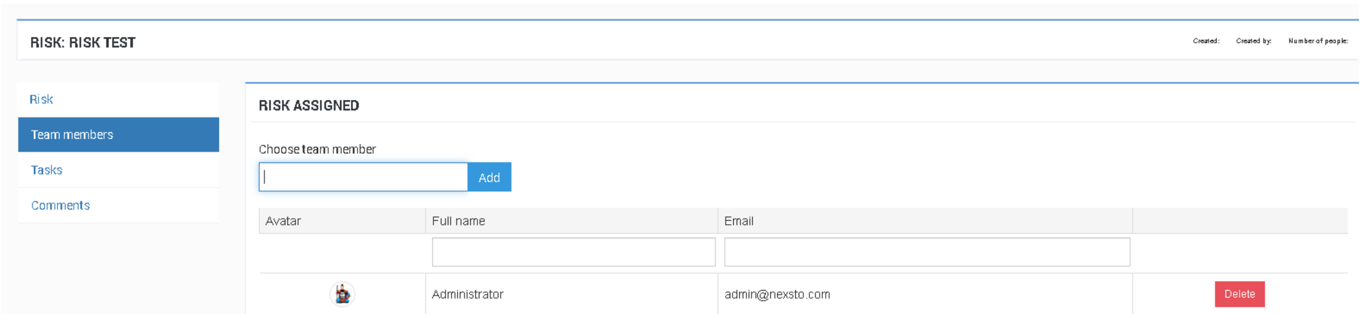
1. Choose **Project** –Click the **Risks-New Risk** to receive the **form for creating of risk**.



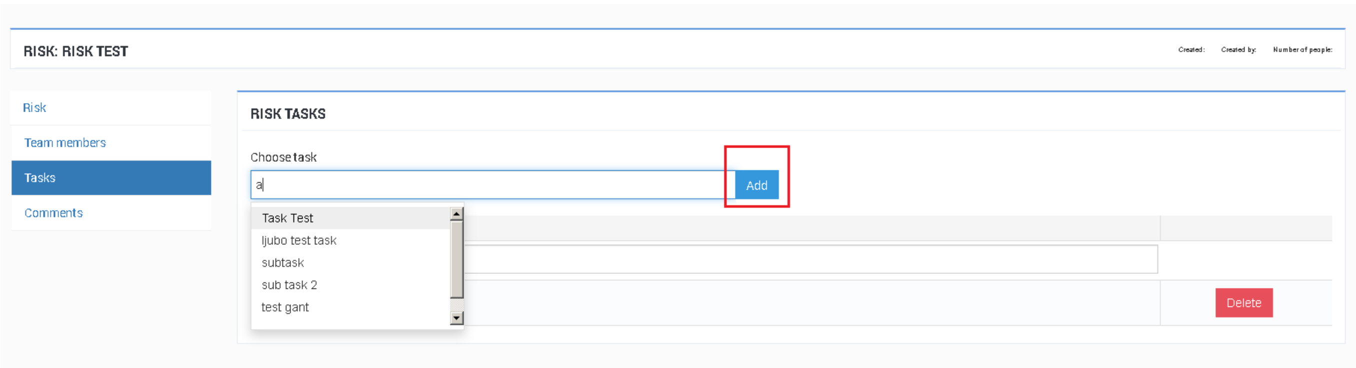
2. **Fill the form** and click the button **Save**. After you create **Risk** you can get other options in the left menu.



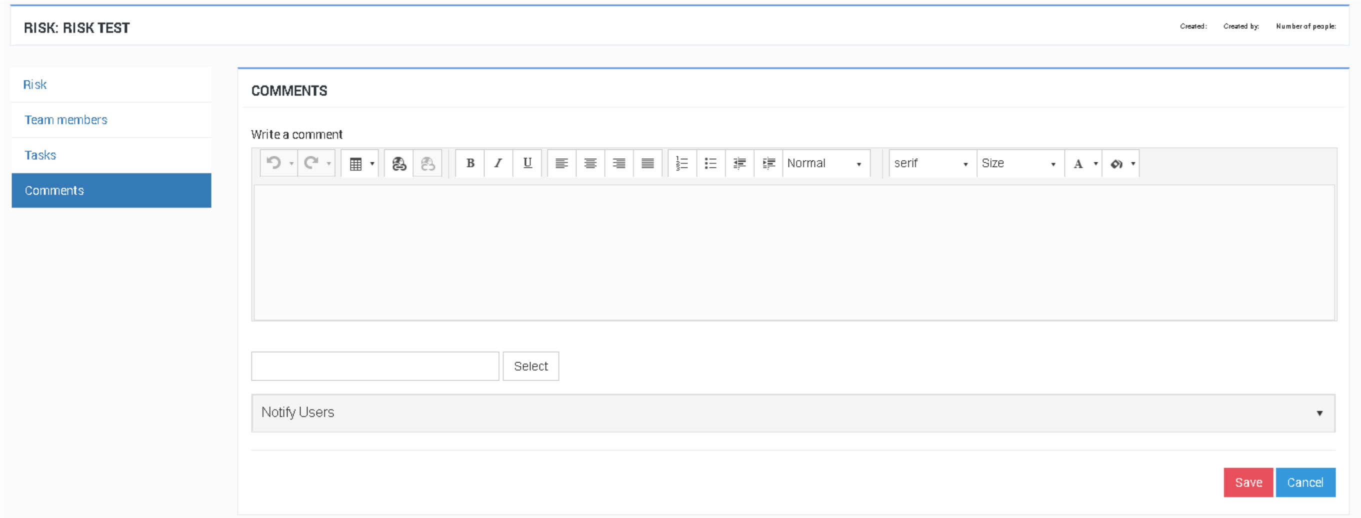
3. Klick on tab **Team members** . In the field **Select team member** choose the user (just enter one letter and the user from the list will appear) **Click** the button **Add** and deliver **risk** to project team member who has to solve it . **Assigned risk** is automatically appeared on **dashboard of the user (paragraph 2.2)**. The user automatically receives **e-mail** with notification on **assigned risk**.



4. If the Risk is connected to certain task , click on **option Tasks and add Task**.

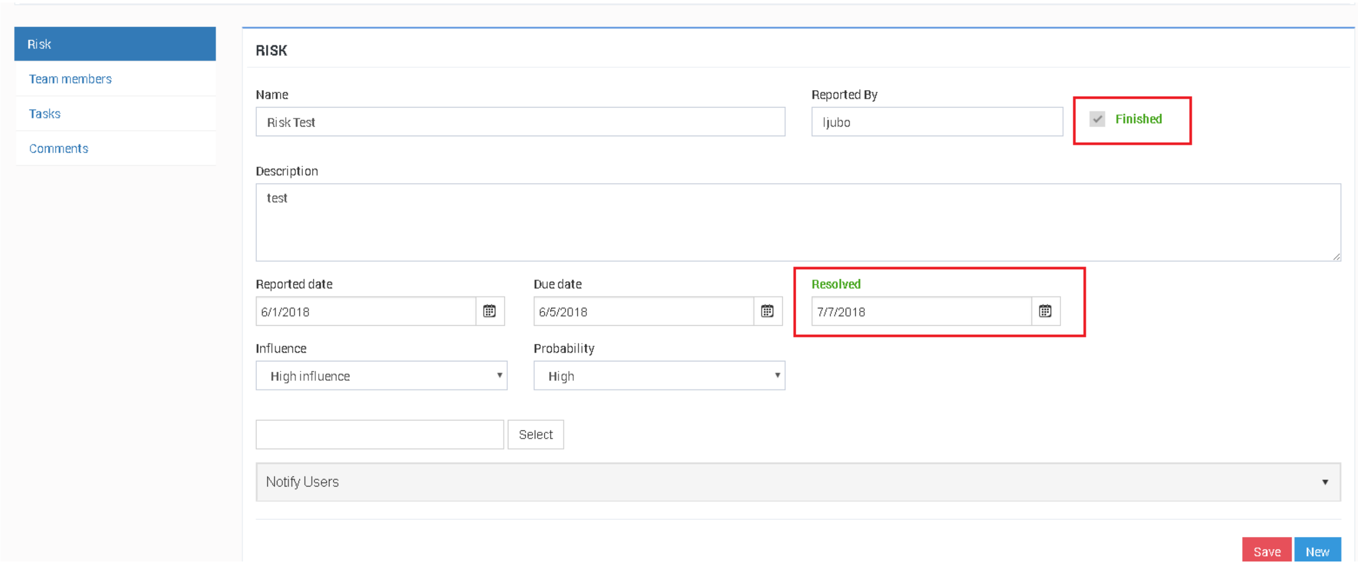


5. The option **Comments** serves to discussion between **Project Managera and Project team member** who is responsible for solving of the **Risk** . Also, the comments can be posted by other **team members.** . Posted comment can be **deleted** only by a person who posted a comment.



Note:

When assigned risk is solved. Team member post a comment and inform Project manager via message (Notify Users). Then, upon receiving the information project manager carries out the control, select check box finished and enters date in the field solved if the risk was successfully finished. Based on his action, the process on dashboard will automatically move to the list Risk Finished (Manual, Art. 2.My Dashboard).

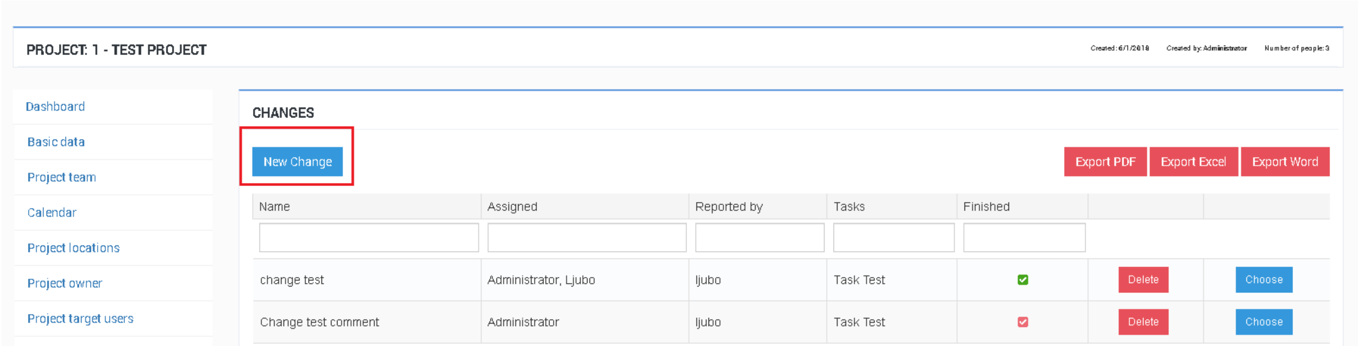


When Project manager wants to reactivate the Risk you have to deselect check box finished, to delete the date in the field solved, to change the deadline if it is expired, to save the change and inform team member via message (option Notify Users).

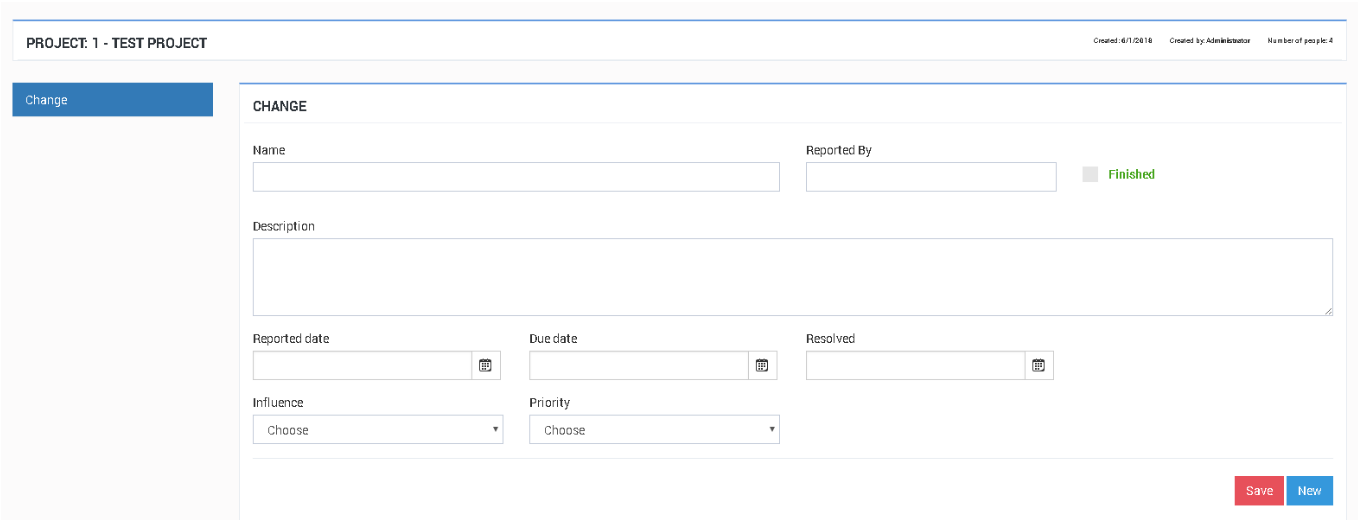
4.7 Changes

Managing changes in project or Change management aims to continually creating of positive changes in project. Managing changes is the part of assignments performed by **Project manager.**
You can register the changes using the option Changes, to deliver the changes to team members and to define time frame for their solving.

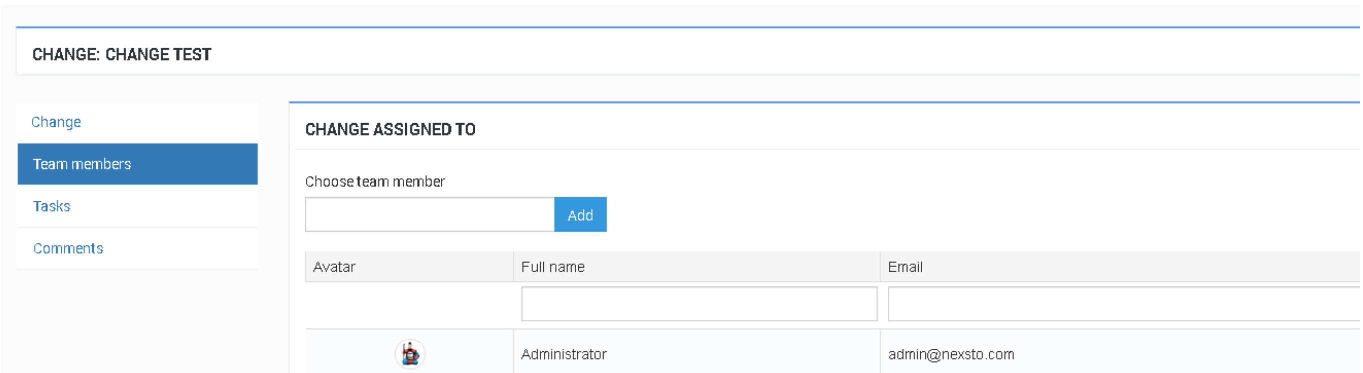
1. Choose **Project** –Click on **Changes – New Change** to receive the form for **creating of Change**.



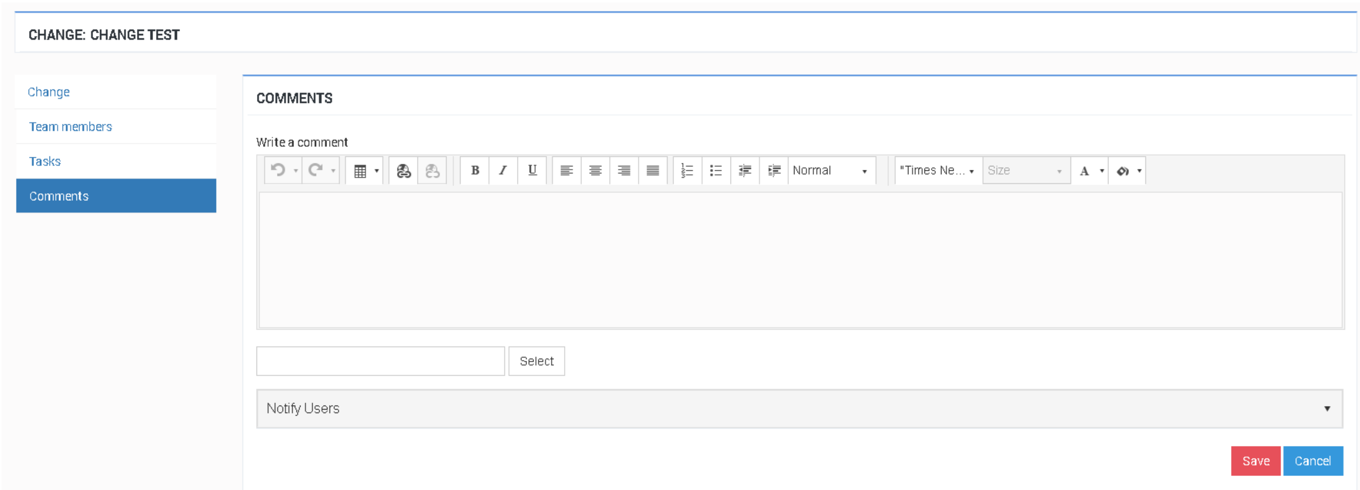
2. **Fill the form** and click the button **Save**. After you created **Change,** you will get and other options in the left menu.



3. Click on tab **Team members**. In the field **Select team member** choose the user (just one letter to insert and the list with user is appeared). **Click** the button **Add** and assign **Change** to team member who has to solve it . **Assigned change** is automatically appeared **on dashboard of the user (paragraph 2.2)**. The user automatically receives an **e-mail** with notification on **assigned change**.



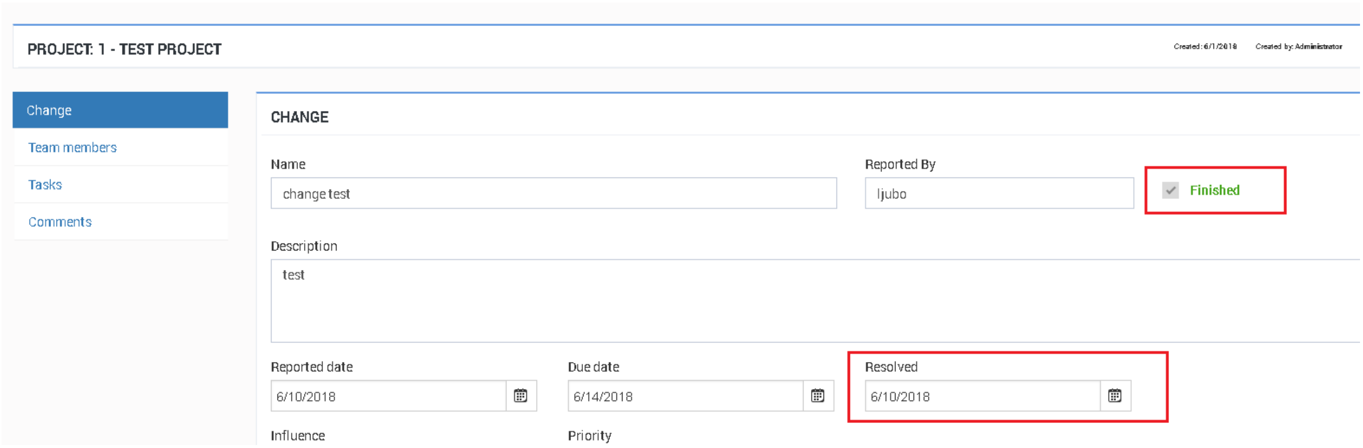
4. If the **Change** is connected to certain task, click the **option Tasks and add task.**



6. The option **Comments** serves to discussion between **Project Managera and Project team member** who is responsible for realisation of the **Change** . Also, the comments can be posted by other **team members.** . Posted comment can be **deleted** only by a person who posted a comment.

Note:

The assigned change is solved. Team member post a comment and informs project manager via message(Notify Users). After receiving the information, project manager carries out the control, select check box finished and enter the date in the field solved if the Change was successfully finished. . Based on his action, the process on dashboard will automaticallymove to the list Changes Finished (Manual , My Dashboard).

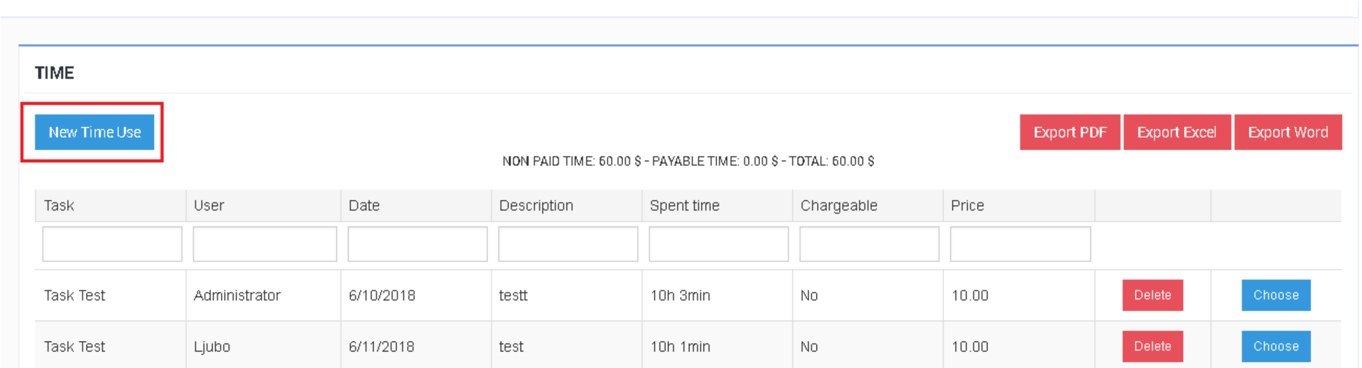


If Project manager wants to reactivate the change , you have to deselect check box finished, to delete the date in the field solved , to change the deadline if it is expired, to save the change and inform the team member via message (option Inform the user).

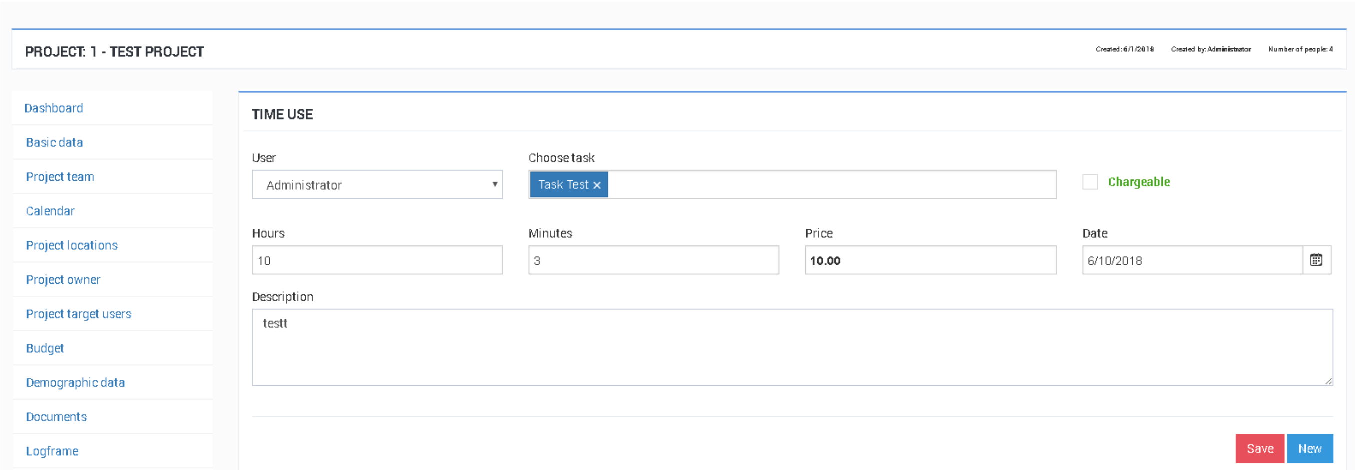
4.8 Time used

The option Used time helps to register used time in project.

1. Select **Project** –Click on **Time Use – New time use** to get the form for creation of **Used time**



2. **Fill the form** and click the button **Save**.

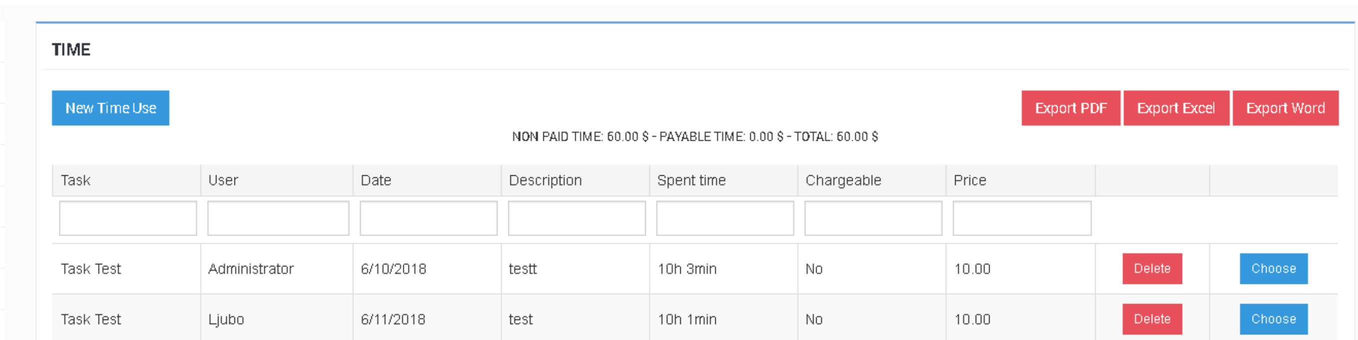


Note :

- At registering of time used in the field **Price** enter the total **Value of Used time** expressed in the currency (example: project team member- David Wolf spent 10h in total value of 10($) for the task Project preparation. Used time is payable service in project)

  Used time in project is registered by **Project manager.**

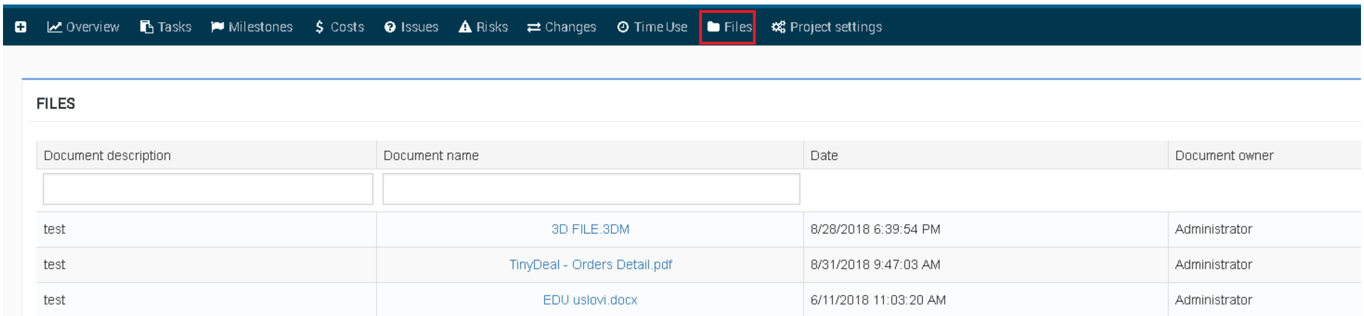
Image 1. List of Time used in project



4.9 Files

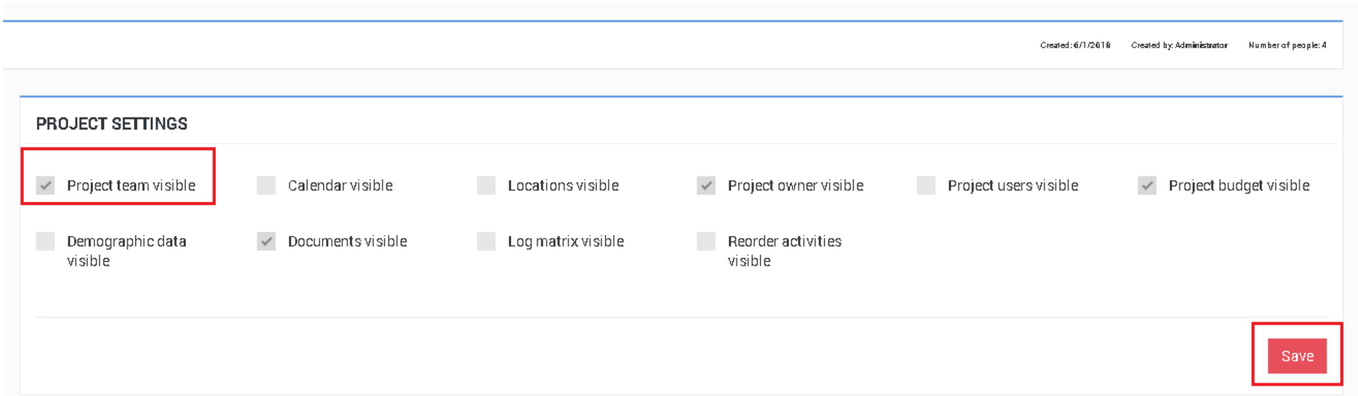
The option Files represents the list of all documents and files uploaded on project through the project options.
The list can be searched.

1. Select **Project** –Click on **Files** to view the list with files and project documents.



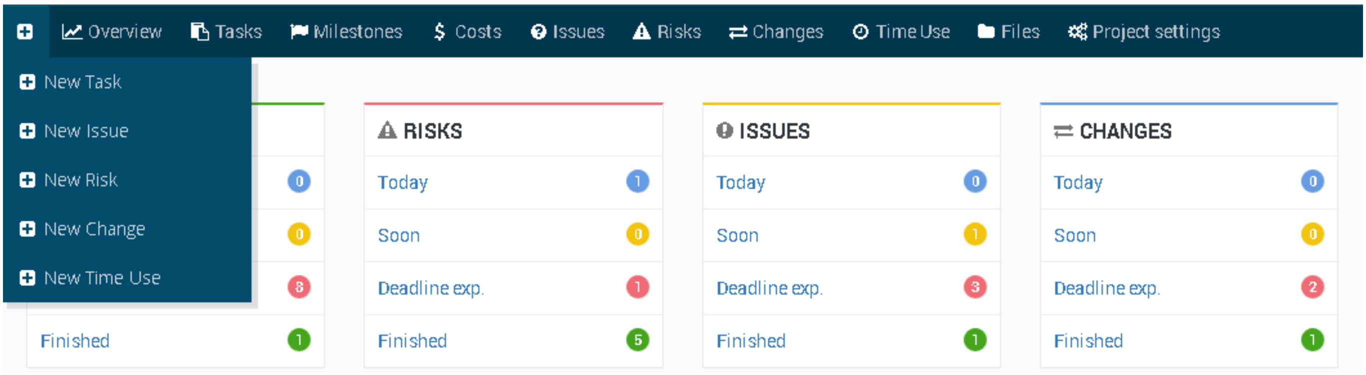
4.10. Project settings

In case that you do not need certain options from **project menu on the left side,** click the option **project settings** to remove them from project. **Mark the checkbox** you wish to be **visible on project** and click the button **Save**.



5. Shortcuts in Kendo manager

- **Creating of new process in selected project**– After you selected the project, in the menu **project options** click on **+** to open quick menu with options for fast creating of new processes in project.



- **My dashboard**– When you wish to return quickly on your dashboard from any part of the application click **the logo of Kendo maager in the upper left corner.**

- **Dashboard of the project (control table of the project)** – If you want to return quickly to **dashboard of selected project** click on **the project title in the upper right corner**.

6. Kendo manager basic options

When you login on the application using user data in top menu you get the options as follows:

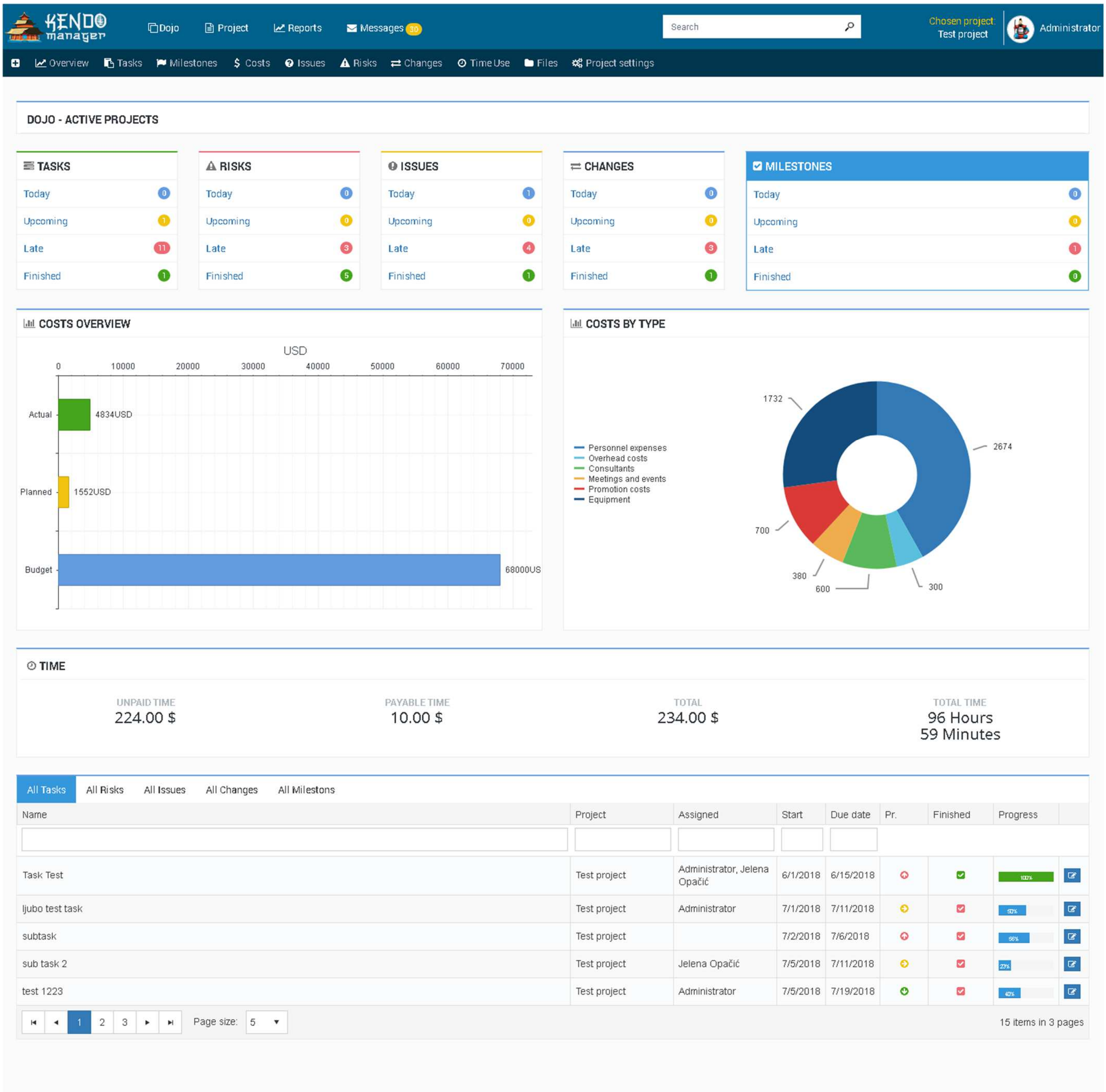
- Dojo
- Project
- Reports
- Messages

6.1. **Dojo – multi-project dashboard**

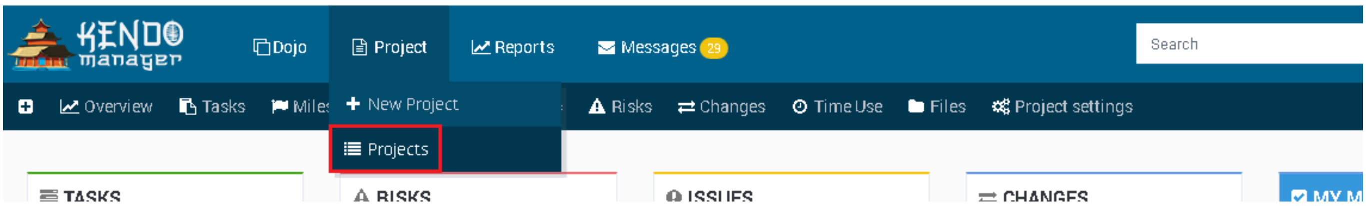
With the new Kendo Manager Dojo, you can easily manage multiple projects simultaneously in an easy way.
Dojo is intended for the company director or project manager who manages multiple projects at the same time.
Dojo simple dashboard control panel allows monitoring of all active projects and all active project processes. On Dojo Dashboard you can find the following overviews that are important for your projects: project activities, problems and changes in the project, risks, key events, total costs and total time spent for the realization of your company's projects.

All Lists (**Today, Upcoming, Late and Finished**) on the Dojo Dashboard are automatically updated. Dojo shows all active projects and all active project processes. If a particular process (activity, problem, cost, etc.) is deleted on the project, it is no longer shown on the lists. If the project is deleted or archived, all project processes associated with it are no longer shown on the control panel.

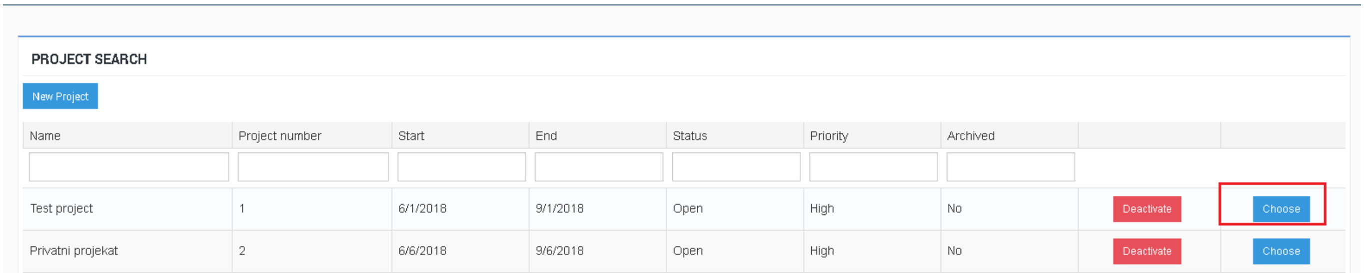
Kendo Manager Dojo option is a simple and convenient method for tracking all active projects and project activities in real time.



6.2. **Project menu** – if you wish to create **New project** or to view **List of projects** click on **menu Project**

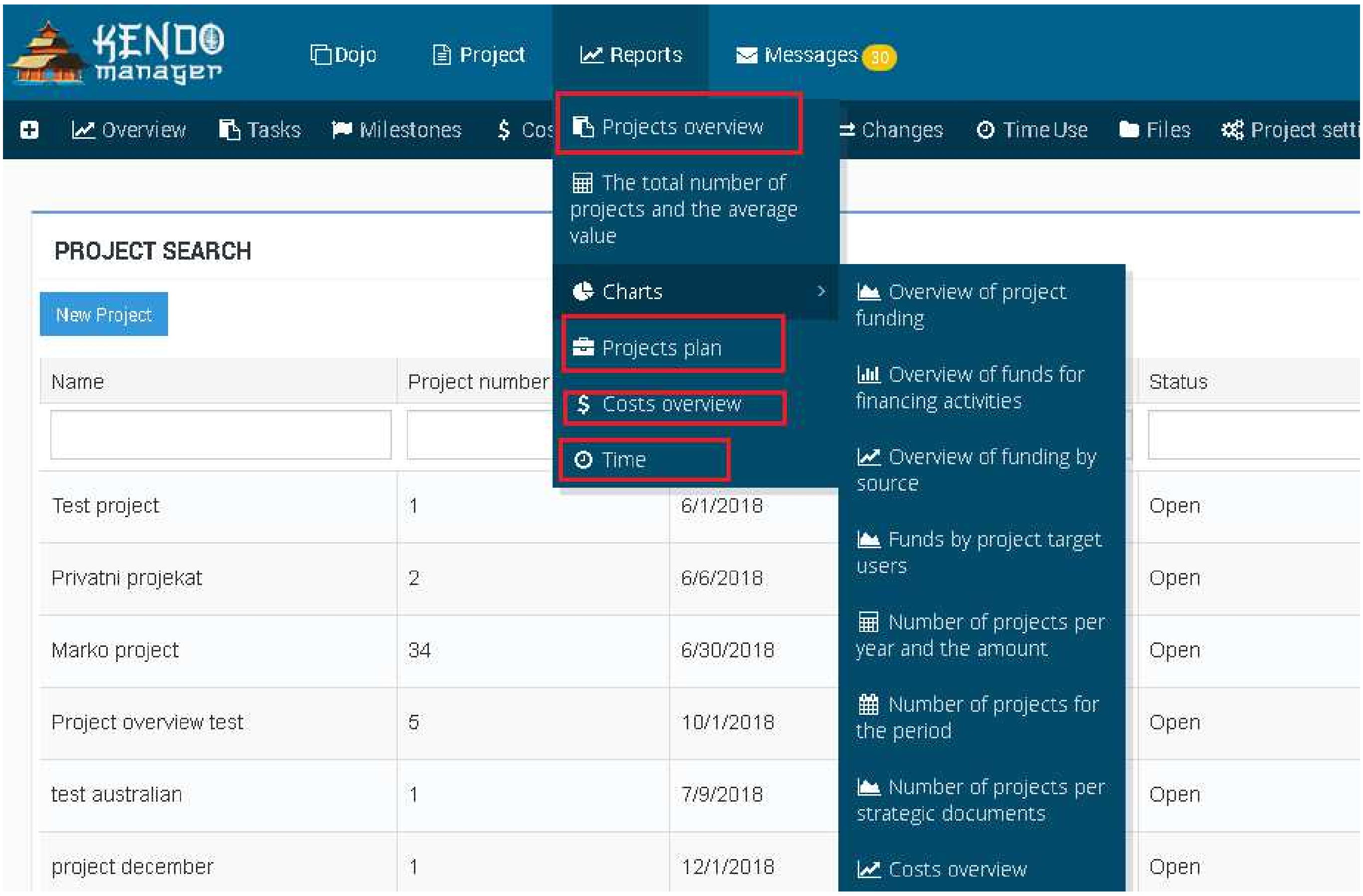


- Click on **Project – Projects** to get the **list of projects.** List of projects can be searched per columns or sorted if you click the title of the column. If you wish to see **the content of specific project** click the option **Select.**



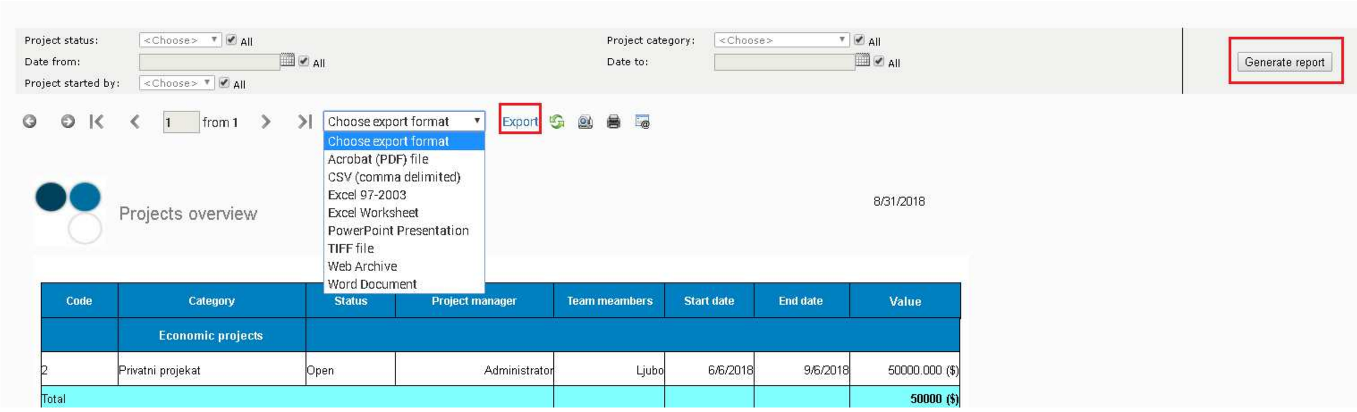
6.3.Reports

Kendo Manager posses a variety of different reports .

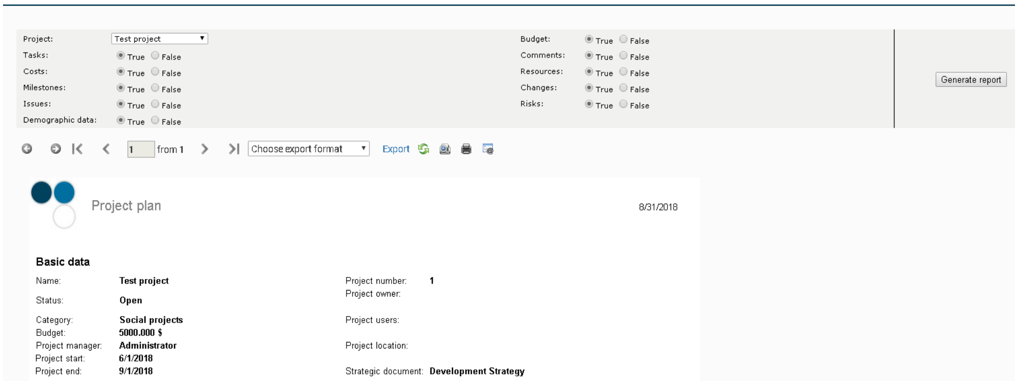


Basic reports in Kendo Manager:

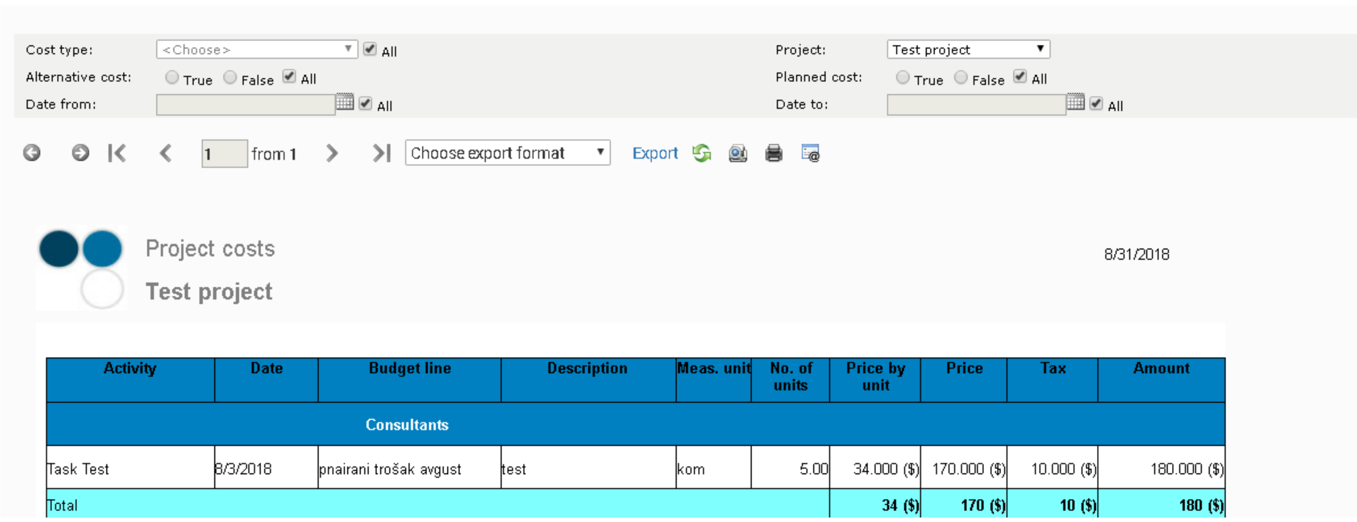
- **Project overview** – offers us the possibility to create the list of projects. Report contains different options that enable generating of list of projects sccording to the requirements. Report can be printed or exported in different formats (word,excel,pdf..).



- **Project Plan** – is flexible report which you can customize to your requirements. **Choose project** and select the options you wish to be shown within the report. Click on Generate Report. Report can be printed or exported in different formats(word,excell,pdf...).

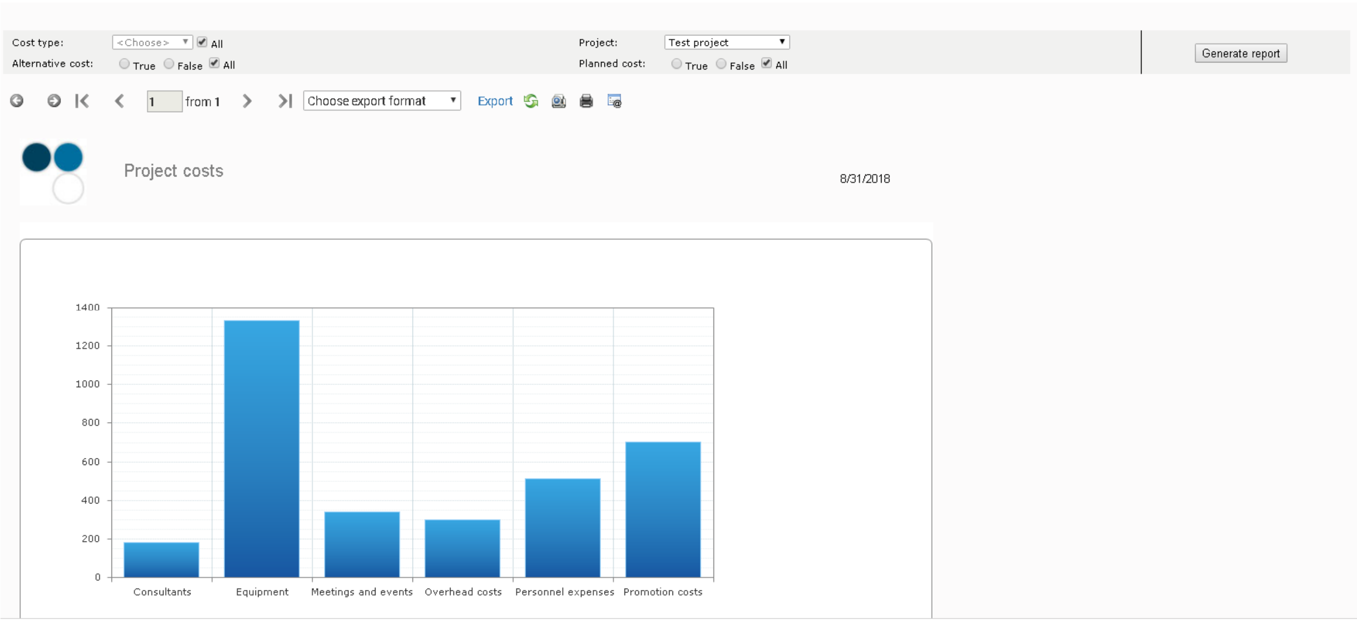


- **Costs overview –** represents detailed overview of the costs in selected project**. Report on costs** is flexible report. If you want to see selected data on costs in selected project, only mark the option you need.

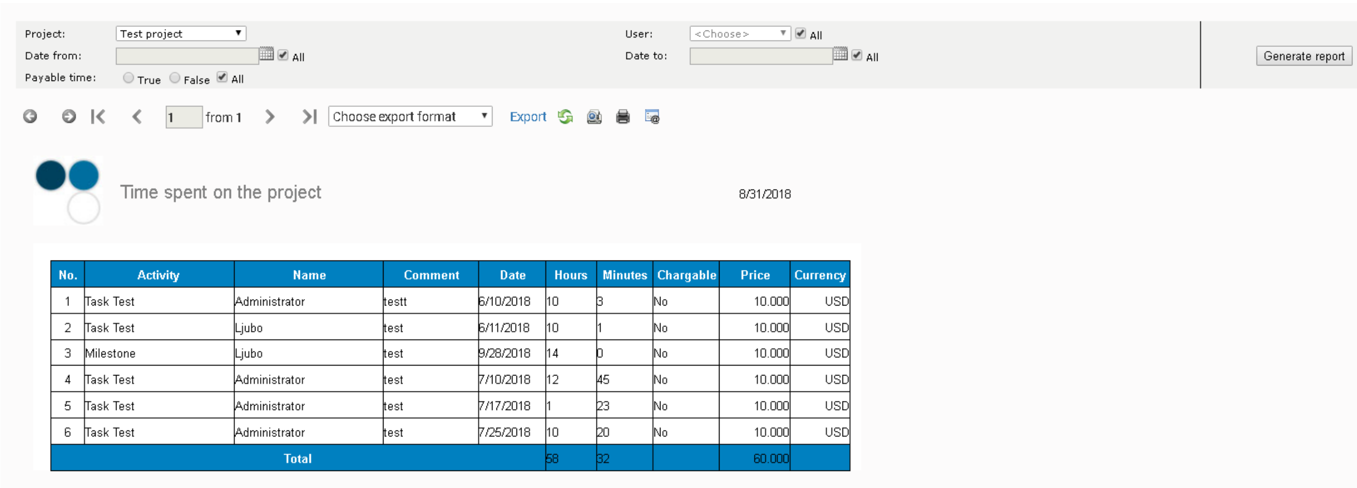


Note :

If you want to see the the **graphic representation of the costs** click on **Reports – Charts – Costs overview**



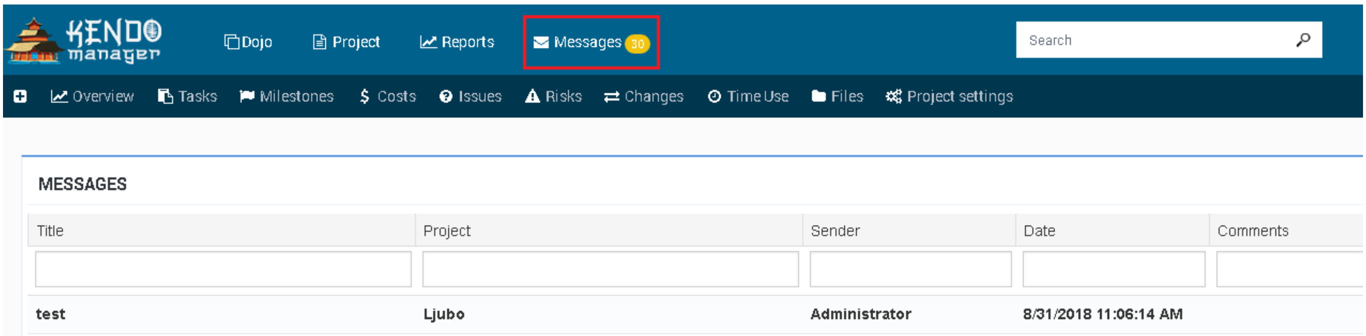
- **Overview of the time used on project** – Click the **Reports –time** . Choose the project and click the button generate in order to create the report on time used.



No.	Activity	Name	Comment	Date	Hours	Minutes	Chargable	Price	Currency
1	Task Test	Administrator	testt	6/10/2018	10	3	No	10.000	USD
2	Task Test	Ljubo	test	6/11/2018	10	1	No	10.000	USD
3	Milestone	Ljubo	test	9/28/2018	14	0	No	10.000	USD
4	Task Test	Administrator	test	7/10/2018	12	45	No	10.000	USD
5	Task Test	Administrator	test	7/17/2018	1	23	No	10.000	USD
6	Task Test	Administrator	test	7/25/2018	10	20	No	10.000	USD
Total					58	32		60.000	

6.4. Messages

Kendo Manager owns integrated flexible information system for communication of project team members.

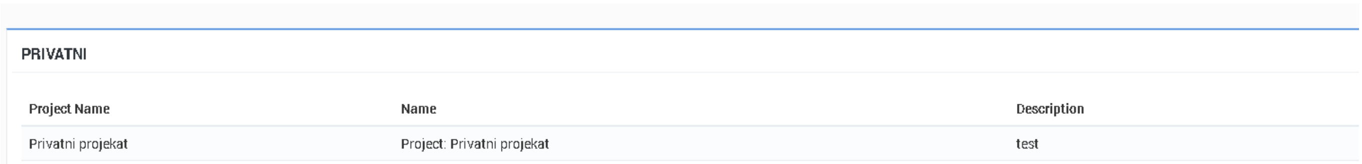


- **System message** – information and notifications on assigned projects and tasks are sent to user into the inbox in application
- **E-mail system** –information and notification on assigned projects and tasks are sent to user's e-mail

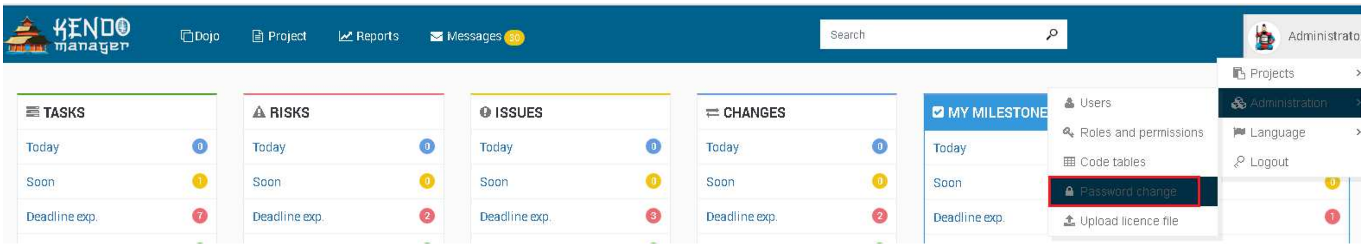
6.5. Search

The option search serves to search the project database per term or per phrase.

The result of the search



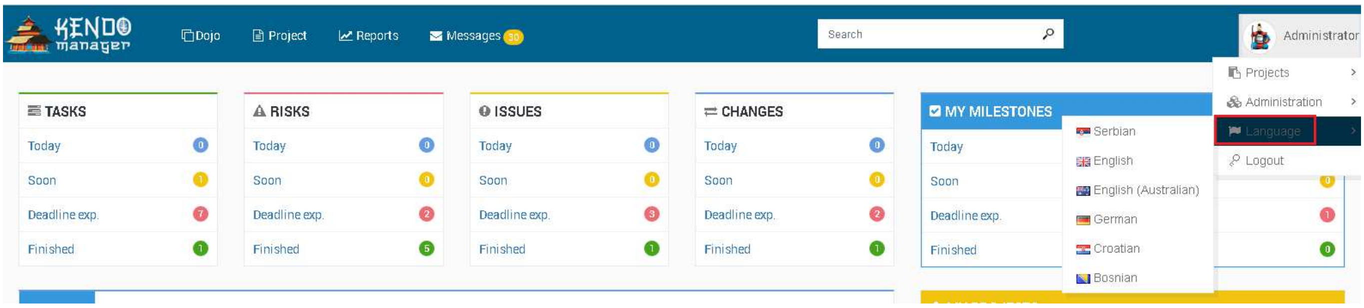
7. User options



The following options are available :

- **Change of password** –If you wish, this option lets you change own password. When you forgot your password, click on login page option **Password forgotten**

- **Language –** Kendo Manager currently supports English and Serbian (Latin alphabet) language



- **Sign out** – option serves to user to sign out from the application